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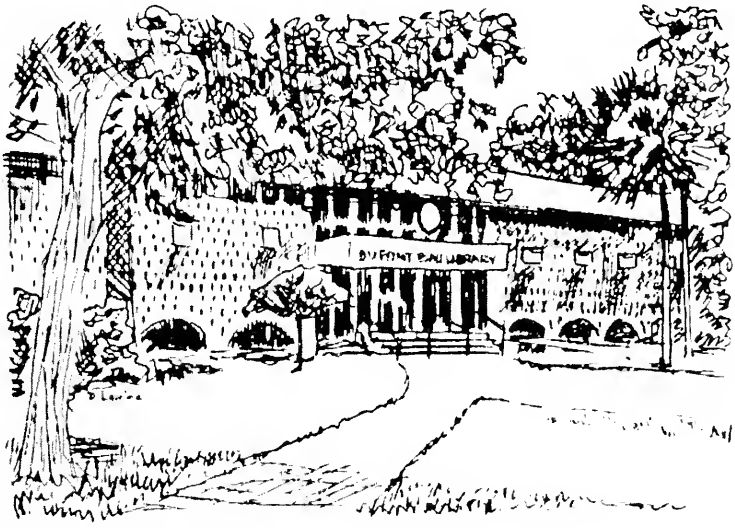
STETSON UNIVERSITY

CONNECTIONS

CAMPUS LIFE HANDBOOK & CALENDAR

2004 - 2005



Gift of the Dean's Office

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DeLand, Florida

Stetson University
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...COME TO STETSON UNIVERSITY!

It is a great honor for me to welcome students both new and old to another exciting year at Stetson University. The journey on which we are about to embark is one that you will never travel alone. Each of us, along with all of the students of the past 121 years, has been woven into the tapestry, the history of this great institution. Each thread is unique, each thread is different, but each thread is a vibrant part of the whole; a beautiful work of art of which you are all now a part.

As you move forward into your years here at Stetson, I encourage each of you to reach out to the university. Look for opportunities that will positively impact the university community as well as your time at Stetson. Celebrate every experience, every lesson and every life.

For many of us, we begin to learn life's lessons right here. One important lesson is to make the most of every moment. Take each moment you live and apply it to something good, something that will affect our world.

There are many ways for you to live that out at Stetson: classes that will challenge and flex your intellectual muscles, organizations to enrich your experience, people from diverse backgrounds for you to meet and learn from and a beloved institution rich in history, tradition and values to nurture you through this learning process.

Your Student Government is here for you every step of your way. With a new vision, we are driven forward to focus on promoting what is positive in our world today. In a world so easily divided, together we must unite and speak with the most powerful voice of all, one voice. Your Student Government is here to serve you, your basic needs, and to ensure that your experience at Stetson University is a positive one.

Use your Vice President, Ryan Hutson, and me, your President, as resources. We will help represent you and your ideas in the community and with the Administration. Bring ideas forth and we will speak with the power of one.

Today you are woven into the Stetson tapestry but soon you will begin to weave your own pattern. May you always find joy, may you always succeed, and on the day when your tapestry is presented to the greatest artisan of all, may it be found as beautiful as the day you were born, yet more rich and vibrant from the journey you are about to undertake.

Sincerely,

Peter J. Urscheler

Peter J. Urscheler
President
Student Government Association

Stetson is a community committed to facilitating your intellectual, social, physical and spiritual development. Please take advantage of the variety of opportunities for challenge and growth that are offered to you.

"Connections" is an official publication of the University. It is designed to help you become aware of the opportunities available for personal development as well as the policies and procedures governing student life. Academic programs, policies and requirements are explained in greater detail in the Stetson University Bulletin.

We are glad you are here. We hope Stetson will be a better place because of your presence.

Sincerely,

James R. Beasley

James R. Beasley
Vice President for Administration and Chief Operating Officer

Stetson University is an Equal Opportunity institution that admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the University. It does not discriminate on the basis of race, age, color, sexual orientation, national and ethnic origin or disability in administration of its educational policies, admission policies, scholarship and loan programs, athletic and other school-administered programs, or in the recruitment and employment of its faculty and staff.

DO NOT REMOVE FROM LIBRARY

QUICK REFERENCE

	Ext.	Unit
A		
Academic Affairs	7010	8358
Academic Support Serv.	7127	8366
Accounting Department	7415	8398
Admissions	7100	8378
Alcohol Education	7201	8338
Alumni	7463	8286
American Studies	7530	8262
Art	7266	8252
Arts & Sciences, College of	7515	8396
Athletics	8100	8359
B		
Baptist Coll. Ministry	8940	8339
Benefits Specialist	7058	8327
Biology	8170	8264
Bookstore	7160	8259
Bulk Mail & Mail Request	8867	8391
Business, School of	7405	8398
C		
Campus Life	7200	8406
Career Services	7315	8395
Catering	8783	8428
Catholic Campus Ministry	8156	8386
Celebration Campus	407-566-2300	
Chemistry	8180	8271
Community School of Arts	8962	8388
Community Service Office	7237	8334
Continuing Education	7500	8393
Counseling Center	8900	8365
Counseling, Department	8992	8389
CSA	7225	8334
Cross Cultural Center	7401	8413
D		
Davis Lab	8990	NA
Dean of Students	7200	8406
Development	7455	8286
Digital Arts Lab	7567	NA
Dining Services	8780	8428
Duncan Art Gallery	7386	8252
E		
Edmunds Center	8100	8359
Education	7070	8419
Elizabeth Hall Computer Lab	7067	NA
ELS Language Center	736-6330	NA
English	7720	8300
Escort Service	7300	8349
F		
Facilities Management	8810	8420
Finance, Department of	7440	8398
Financial Aid	7120	8379
Food Service	8780	8428
G		
Geography/Environmental Science	7331	8401
Gillespie Museum	7330	8403
Graduate Studies (Education)	7075	8419
H		
Health Service	8150	8415
History Department	7535	8344
Hollis Center	7237	8334
Housekeeping	8803	8420
Human Resources	8710	8327
Humanities	7732	8304
I		
Information	7400	NA
Institutional Research	7255	8282
Instruct. Media Cen.	7182	8333
Insurance (employees)	8715	8327
Insurance (students)	8710	8327
Integrative Health Science	8121	8359
Intercultural Programs	7401	8413
Interfraternity Council	7234	NA
International Education	8165	8412
Into the Streets (ITS)	7708	8334
Intramurals	7231	8334
IT Help Desk	7217	8368
J		
Judicial Affairs	7200	8406
L		
Language Lab (Modern)	7283	NA
Law College	(727)562-7800	NA
Library	7175	8418
M		
Management	7430	8398
Marketing	7394	8398
Math/Computer Science	7545	8332
MBA Office	7410	8398
Media Center Computer Lab	7066	NA
Modern Languages	7260	8423
Music Library	8969	8332
Music, School of	8950	8399
P		
Panhellenic	7234	NA
Payroll	7026	8318
Philosophy	7580	8250
Physics	8910	8267
Political Science and Economics	7570	8301
Post Office	8825	8391
President	7250	8258
Print Shop	8160	8305
Psychology	7285	8281
Public Relations	8920	8319
Public Safety	7300	8349
Purchasing	8850	8287
Q		
Quality Service Comm.	7460	NA
R		
Registrar	7140	8298
Religious Studies	8930	8354
Religious Life Council	7523	8356
Residential Life	7201	8338
Reporter	7224	8409
ResNet	7031	NA
Rinker Institute	7415	8398
ROTC	386-226-6472	
Russian Studies	7381	8361
S		
Sociology	7240	8387
Sports Information	8130	8359
Stover Theater	4738	8700
Student Billing	7050	8348
Student Accounts	7050	8348
Student Government	7230	8225
Student Activities	7237	8334
Student Loans	7040	8348
Student Teaching	7090	8419
Study Abroad	8165	8412
Switchboard	7000	NA
T		
Testing Office	8909	8365
Ticket Office, Edmunds	8100	NA
Ticket Office, Stover	8700	NA
Training Room (sports medicine)	7168	NA
U		
University Relations	7451	8279
V		
Values Council Office	8880	8258
W		
Warehouse	8842	8287
Wesley House	734-4564	8228
Wheeler House	738-6775	NA
Wilson Center	8121	8317
Writing Lab	7717	

TABLE OF CONTENTS

WELCOME 1
QUICK REFERENCE 2
THE STETSON COMMUNITY 5
- Educational Mission
- Values and Vision
- Heritage and Character
- University Values Council
- Commitment to Diversity

PRIDE, TRADITIONS, and HATTER MAGIC 7
ALMA MATER 8
THE STETSON COMMUNITY 9
- President's Staff
- Campus Life Staff
- Campus Life Committee

ACADEMIC CALENDAR 11
ACADEMIC PROGRAMS
- Degree Requirements 13
- Change of Major 13
- Academic Load 13
- Attendance 13
- Academic Records 13
- Interpretation of Grades and Quality Points 13
- Forgiveness of "F" Grade 14
- Change of Registration 15
- Pass/Fail Credit 15
- Examinations 15
- Academic Withdrawal 16
- Academic Standing 16
- Academic Warning 16
- Academic Suspension 17
- Readmission After Suspension 17
- Academic Dismissal 17
- Administration and Appeals 17
- Reentry 17
- Mid Term Grade Report 17
- Grading Grievance Procedure 17
- Procedures for Grievance Concerning Other Academic Policies 18
- Academic Honesty 18
- Academic Honors 19
- Information Technology 19
- duPont-Ball Library 23

CAMPUS LIFE SERVICES
- Academic Support Office 24
- Career Services 24
- Office of the Chaplain 24
- Counseling Center 24
- Cross Cultural Center 24
- Hollis Center 25
- Intramural Sports 25
- Judicial Affairs 25
- Religious Activities 26
- Residential Life 26
- Student Health Service 26
- Student Activities 27
  - Student Government Association (SGA)
  - Council for Student Activities (CSA)
  - Greenfeather
  - Family Weekend

Orientation (FOCUS)
Stetson Weekend (Homecoming)
Greek Life
Requirement for Student Organizations 29
Registered Student Organizations 30
ADDITIONAL STUDENT SERVICES
Artists & Lecturers Series 31
International Programs and Services 31
Intercollegiate Athletics 31
Bookstore/Check Cashing 31
Dining Services 32
Print Shop 32
Post Office 32
Student ID Card 33
Office of Financial Aid 33
Student Accounts 34
Tuition and Fees 34
Meal Charges 34
Special Charges 34
Student Billing 34
Student Withdrawal and Drop Refunds 34
Public Safety and Traffic 35
GENERAL UNIVERSITY POLICIES
Student Educational Records 36
University Housing Policy 41
Stetson University Alcohol Policy 41
Illicit Drugs 47
Policy on Hazing 48
Smoking 48
Solicitation Policy 48
Publicity and Posting Policy 49
Sexual Assault Policy and Procedures 51
Sexual Harassment Policy & Procedures 53
Faculty and Staff Grievance Procedures 55
Consensual Relations Policy 60
Student Employment Grievance Procedure 61
Student Publications 62
Roles of Students in University Governance 62
STUDENT CODE OF CONDUCT
Preamble 64
Article I: Definitions 64
Article II: Proscribed Conduct 65
Article III: Judicial Policies 70
Article IV: Student Judicial Council 75
Article V: Appeals 75
Article VI: Standard of Evidence 76
Article VII: Disciplinary Files and Records 76
RESIDENTIAL LIFE 77
CALENDAR 83
CAMPUS MAP 184

The University reserves the right to alter or amend these policies from time to time. Any changes will be considered to be included by reference into this document and will constitute a supplement to these policies.

THE STETSON COMMUNITY

I. Educational Mission

Our mission at Stetson University is to provide an excellent education in a creative community where learning and values meet, and to foster in students the qualities of mind and heart that will prepare them to reach their full potential as informed citizens of local communities and the world.

At Stetson, the art of teaching is practiced through programs solidly grounded in a tradition of liberal learning that stimulate critical thinking, imaginative inquiry, creative expression, and lively intellectual debate. The art of learning is enhanced through small interactive classes, close student-faculty alliances, and collaborative approaches that provide the foundation for rewarding careers and advanced study in selective graduate and professional programs. We embrace diverse methodologies to foster effective communication, information and technological literacy, and aesthetic appreciation. We encourage the development of informed convictions, independent judgment, and lifelong commitments to learning that are characteristic features of the enlightened citizen. In bringing together learning and values, the University encourages all of its members to demonstrate personal integrity; to develop an appreciation for the spiritual dimension of life; to embrace leadership in an increasingly complex, interdependent, and technological world; and to commit to active forms of social responsibility.

II. Values and Vision

From its founding, Stetson University has affirmed the importance of spiritual life and the quest for truth in its educational mission. The University motto, Pro Deo et Veritate ("For God and Truth"), is a symbol of this commitment, and it expresses our determination to integrate the pursuit of a liberal education with the search for meaning in our lives and in our communities. Chartered as an independent and comprehensive university, Stetson has had an historical relationship with the Christian community and the Baptist denominations. That relationship has shaped our commitment to build an inclusive community. Today, the University includes persons from diverse religious, ethnic, cultural, economic, and intellectual backgrounds. It is thus from varying perspectives that members of the University community have joined together to affirm collectively:

* the centrality of knowledge, examined ideas, and independent judgment in the life of an educated person;
* the inherent dignity, worth, and equality of all persons;
* the importance of community in human life;
* the role of religious and spiritual quests for meaning in human experience;
* the value of diverse persons and differing ideas in an educational community;
* the responsibility we share to work toward social justice;
* the necessity for decisions to be guided by ethics and social responsibility; and
* the obligation of individuals and communities to act as responsible stewards of the natural environment.

In our curriculum and co-curricular activities, then, we aim to infuse liberal education with the values of religious and spiritual life, ethical decision-making, human diversity and commonality, gender equity, community service, and environmental responsibility. We aspire to develop distinctive, innovative, and interdisciplinary undergraduate and graduate programs that are centered on vigorous intellectual inquiry, informed by these values, increasingly global in perspective, and worthy of local and national recognition.

III. Heritage and Character

Florida's first private university, Stetson University was founded in 1883 by Henry A. DeLand, a New York philanthropist, as DeLand Academy. In 1887, the Legislature of the State of Florida enacted the Charter of DeLand University as an independent institution of higher learning. The University's name was changed in 1889 to honor John B. Stetson, the nationally-known hat manufacturer who gave generously of his time and means to advance the quality and reputation of the institution, and who served, with Mr. DeLand and others, as a founding trustee of the University. The first charter stated the object of the University should be

"to promote the general interests of education, and to qualify its students to engage in the learned professions or other employments of society, and to discharge honorably and usefully the various duties of life." Stetson's first president, Dr. John F. Forbes, clearly described the commitment to teaching that has been a hallmark of the University throughout its history:

> "Buildings, libraries and apparatus are good and give added power, but the vital contact of students with a vigorous and stimulating mind and heart — this is the sine qua non of a successful education.... The most important thing is to find men and women of large heart and mind, apt to teach and full of enthusiasm and stimulating power.... to develop in the student the habit of independent judgment — of investigating statements and principles for oneself, and thus for oneself discover their truth or falsity."

Today, Stetson University is a non-sectarian, comprehensive, private university composed of individually strong undergraduate programs in various colleges and schools, and a selected group of academically distinctive graduate, professional, and continuing education programs. We seek academically talented individuals with leadership potential and records of personal growth and community service. We promote and support scholarly and creative activity among students, faculty, and staff as a means to enhance learning, teaching, and professional development, and as a contribution to the broader base of knowledge.

THE UNIVERSITY VALUES COUNCIL

Stetson University centers its academic, campus life, and service programs on a rigorous examination of the values that support meaningful lives. The University Values Council was created in 1998 to lead this campus conversation about values and commitment to action in key areas. Council members include the chairs of six strategic councils who have planning responsibility for the commitments identified in the University's statement of "Values and Vision":

* The Community Service Council
* The Diversity Council
* The Environmental Responsibility Council
* The Ethical Decision-Making Council
* The Gender Equity Council
* The Religious and Spiritual Life Council

Each of these Councils draw on and in turn support Stetson's academic programs, and each welcomes the participation of all students, faculty, and staff who have an active interest in an examination of values in academic study and through personal or institutional practices. The President of the University serves as chair of the Council. For additional information about the Values Council, its six constituent councils, related academic programs, and current initiatives, contact Mary Anne Rogers, Executive Director of Public Relations and Communications, and Values Council Coordinator, in Public Relations and Communications.

COMMITMENT TO DIVERSITY

Stetson is dedicated to creating and enriching an inclusive community that reflects an awareness and appreciation of the contributions of the different traditions reflected in a pluralistic society. The Stetson community is committed to instilling the values of ethical decision-making, global awareness, environmental awareness, community service and civic responsibility. Hence, we believe in the value of class equity, gender equity and race equity and vigorously strive to achieve an environment that creates and sustains these values.

As a university, therefore, Stetson recognizes that women and men of diverse racial, ethnic, religious, cultural and socioeconomic backgrounds are fundamental to the process of education. For this reason, the University's diversity plan articulates the University's belief that diversity is integral to education. Specifically, Stetson strives to express the following commitments:

- to create and foster a diverse community that appreciates, encourages, and protects all of its members
- to establish an environment in which all members participate in the intellectual, spiritual, and social life of the institution as well as in its decision-making process
- to provide contact with a diverse group of students, faculty, and staff, as well as foster an intellectual experience that recognizes, understands, and esteems the distinctive contributions of these diverse groups
- to encourage our students to be become well-informed, responsible, and positive world citizens who have an appreciation and capacity to relate to people of differing cultures
- to regularly investigate the status, success, and/or shortcomings of our efforts and to make these results public

PRIDE, TRADITIONS AND HATTER MAGIC

Much of college life is built around traditions – the history of yesterday is linked to today. University traditions help develop a sense of loyalty through the years. When you return to campus as alumni, some things will have remained the same. Stetson University is rich in history, and now it will be a part of your history, too. Join in – become a part of the proud heritage and add a little "Hatter Magic" to your life.

Florida's First Private University, Stetson University measures its quality in tangible ways

- Not only was Stetson the first private university established in Florida (1883), but it had the state's first:
  - Business, law, and music schools;
  - Private university Phi Beta Kappa chapter;
  - College-level Model Senate program, a prototype for many others;
  - Federal document depository (established 1887);
  - College newspaper, The Stetson Reporter, founded in 1887;
  - Collegiate theatrical company, Stover Theatre, which is also the South's oldest;
  - First engineering school, although later closed;
  - First Continuing Education Program.
- The Stetson University College of Law is the first and only law school to win all five national mock trial team competitions in one academic year.
- The College of Law was ranked in the U.S. News and World Report "2003 Best Graduate Schools' survey a first in the nation for trial advocacy training.
- The new Stetson University Center at Celebration, opened in September of 2001, is Osceola County's first university campus.
- Stetson ranks fourth among the South's top regional universities in the 2003 U.S. News and World Report national survey, "America's Best Colleges," and is listed favorably in all major national college guides.
- Stetson's student-faculty ratio is 11 to 1, one of the lowest in the nation.
- Stetson's athletic milestones include the following: first Florida university to earn 1,000 victories in its men's basketball program; first intercollegiate baseball game vs. Rollins College in 1895; first intercollegiate football game vs. Florida Agricultural College (University of Florida) in 1901 (won 6-0); first intercollegiate men's basketball game vs. Florida Southern in 1913 (won 30-16); and first intercollegiate women's basketball game vs. Rollins College in 1906 (won 39-16).
- The Gillespie Museum of Minerals, recommended in all major tourism guides, has one of the largest private mineral collections in the world and the largest in the Southeast (more than 25,000 specimens).
- The Roland George Investments Program, in which students invest a real portfolio of more than $2.6 million, is one of the first and most distinctive in the nation. For two consecutive years, George students have captured top honors in the national investment competition RISE (Redefining Investment Strategy Education).
- The duPont-Ball Library, with more than 300,000 publications in state and federal document holdings, has one of the nation's most comprehensive data archives.
- Stetson's core campus was designated a National Historic District in 1991.
- More than half of Stetson's students are involved in active community service, and Stetson students have been recognized for volunteer leadership by the State of Florida and by Florida Leader magazine.

- The Russian Studies Program, with its own center, ranks as the South's most comprehensive and one of the nation's best.
- Stetson's Community School of the Arts Children's Choir is ranked as one of the nation's best, and has been chosen twice to "lead the world" during the PBS World's Largest Concert. The Children's Choir served as Young-Artists-in-Residence at the Choral Music Experience Institute in Scotland in July 2000. (Updated March 2003)

What is a Hatter?
The unlikely combination of a famous hat manufacturer and a university produced a novel nickname for Stetson University. The athletic teams are called "Hatters," reflecting the university's association with John B. Stetson, maker of the well-known Stetson hats. It all began in 1883 when Henry DeLand founded the DeLand Academy. Three years later, after a disastrous freeze affecting the citrus industry left DeLand in financial distress, Stetson, who had a winter home in DeLand, became interested in the school. At DeLand's request, Stetson was made chairman of the Board of Trustees in 1889 and the university was renamed in his honor. Stetson University fielded the first football team in Florida in 1901. The name "Hatter" was used then and is still in use today.

The Stetson Colors
The official Stetson colors are a rich dark green (PMS 342) and white, representing the trees and orange blossoms prevalent in the Central Florida area. White represents purity, and green, significant growth. At the first commencement in 1893, the stage was decorated in green and white. These colors also were used first at the beginning of intercollegiate athletics in Florida. Newspaper accounts of the first Florida college football game in 1901 told of Stetson fans waving their colors of green and white as they cheered their team to victory.

The Victory Bell at Hollis Center
A Victory Bell, made in Aarau, Switzerland, brings new vitality and traditions to student life at Stetson University. Hanging in a freestanding 43.5-foot bell tower on the west side of Hollis Center, the bronze, C-toned Victory Bell weighs 575 pounds, measures 30 inches in diameter at its base, and is 29.5 inches high. It is inscribed with the quotation: "VICTORY COMES FROM DOING YOUR BEST." Student groups ring the bell to announce victories important to them — both in athletic and intellectual competitions.

ALMA MATER

Dear Alma Mater, smile upon thy children!
Gladly we greet thee, altogether lovely;
Peace be within thy classic halls and temples,
Hail, Alma Mater dear!

Hail to the heroes who have gone before us,
Young men and maidens, filled with true devotion!
Bright is their glory, fadeless and undying,
Hail to our heroes gone!

Hail to our classmates, bound by ties ne'er' broken;
Here once again we pledge our vows of friendship;
Brave hearts and true hearts sound aloud and chorus,
Long live our comrades dear!

Dear Alma Mater, tenderly thy children
Gather, and bring to thee gracious salutations;
Comrades, your voices lift once again in chorus;
Hail, Alma Mater dear!

PRESIDENT'S STAFF

		Ext.
H. Douglas Lee	President	7250
Grady W. Ballenger	Dean of the College of Arts and Sciences	7515
James R. Beasley	Vice President for Administration and Chief Operating Officer	7210
Linda P. Davis	Vice President for University Relations	7451
Sally A. Dowling	Vice President for Finance	7015
David Noyes	Vice President for Facilities Management	8808
James H. Scheiner	Dean of the School of Business Administration	7405
Deborah J. Thompson	Vice President for Enrollment Management	7100
James E. Woodward	Dean of the School of Music	8960

CAMPUS LIFE HANDBOOK

CAMPUS LIFE STAFF

		Office	Ext.
Dr. Jim Beasley	Vice President for Administration and Chief Operating Officer	EH 104	7210
Michelle Espinosa	Dean of Students	CUB 201	7200
Penny Gibbons	Director of Academic Support Office	CUB 1st Floor	7217
Dr. Lisa Andrews	Director of Career Services	Flagler 201	7315
David Jenks	Assistant Director of Career Services	Flagler 201	7315
Dr. Glenn Pack	Director of Counseling Center	CC	8900
Dr. Becky Eades	Counselor, Counseling Center	CC	8900
Consuela Pender	Director of the Cross Cultural Center	CCC	7401
TBA	Director of Residential Life	CUB 229	7201
Michaelle Finch	Associate Director of Residential Life	CUB 216	7201
Patty Henke	Assistant Director of Residential Life	CUB 216	7201
TBA	Assistant Director of Residential Life	CUB 216	7201
Sarah DiSabato	Director of Student Activities and Hollis Center	HC 132	7237
Rosalie Carpenter	Assistant Director of Student Activities for Community Service and Programming	HC 131	7237
Kelly Sullivan	Assistant Director of Student Activities for Leadership Programs and Greek Life	HC 129	7237
Debbie Cassidy	Director of Student Health Services	Clinic	8150
Michael Fronk	University Chaplain	CUB 212	7523

Campus Life Committee

The Campus Life Committee, composed of students and faculty, functions as an advisory body to the Dean of Students. All organizations on campus receive their approval for official recognition from the Campus Life Committee.

ACADEMIC CALENDAR - 2004-2005

Fall Semester, 2004 (72 class days—43 MWF and 29 TTH)

Wednesday, August 18`	Activation of Registration begins International Students Arrive (Residence Halls open for International Students ONLY)
Thursday-Friday, August 19-20	International Student Orientation at Center for International Education, 8:00 a.m. – 5:00 p.m.
Saturday, August 21	FOCUS (new student orientation) begins Residence Halls open 8:00 a.m. (NEW STUDENTS ONLY) Dining Services and Hat Rack opens 11:00 a.m. CONVOCATION 4:00 – 5:00 p.m.
Sunday, August 22	Residence Halls open 12:00 noon (RETURNING STUDENTS)
Monday-Tuesday, August 23-24	Meet with faculty and finalize course registration.
Wednesday, August 25	Classes Begin
Thursday, August 26	Activation of Registration ends at 4:30. Courses will be dropped for all non-activated students.
Wednesday, September 1	Last Day to ADD Course for Credit. Last day to DROP Course without Financial Penalty (if paying per credit hour)
Monday, September 6	LABOR DAY (University Holiday--no classes)
Friday, September 10	Last Day to Change Meal Plan Selection
Monday-Tuesday, October 11-12	FALL BREAK Commons closed/Hat Rack Open-Limited Hours
Friday, October 15	Grade deficiency reports due to Registrar via BannerWeb
Friday, October 22	Mid-Term Withdrawal date and Last Day to Drop Course without Academic Penalty.
Monday-Friday, October 25-29	Academic Advising for Upper-class Students for Spring Semester
Monday-Tuesday, November 1-2	Registration for Upper-class Students for Spring Semester
Monday-Wednesday, November 8-10	Academic Advising for First-year students for Spring Semester
Thursday, November 11	Registration for First-year students for Spring Semester
Wednesday, November 24	Commons closes 1:30 p.m. Hat Rack closes 5:00 p.m.
Thursday-Friday, November 25-26	THANKSGIVING HOLIDAY (University Holiday)
Monday, November 29	Commons opens 7:00 a.m. Hat Rack opens 7:00 a.m.
Wednesday, December 8	Classes End
Thursday, December 9	Reading Day
Friday-Thursday, December 10-16	FINAL EXAMINATIONS
Thursday, December 16	Final Grades for Graduating Students due to Registrar via Banner by 9:00 a.m. Commons closes 1:30 p.m. Hat Rack Open – Limited Hours
Saturday, December 18	Commencement 9:00 a.m. Residence Halls close 3:00 p.m. for ALL STUDENTS
Thursday, December 23	Final Grades for all students due to Registrar via Banner by 9:00 a.m.

ACADEMIC CALENDAR - 2004-2005

Spring Semester, 2005 (71 class days—42 MWF and 29 TTH)

Tuesday, January 4	Activation of Registration begins
Sunday, January 9	Residence Halls open at noon for all students Commons opens 5:00 p.m.
Monday, January 10	Orientation and Registration for New Students
Tuesday, January 11	CLASSES BEGIN
Wednesday, January 12	Activation of Registration ends at 4:30. Courses will be dropped for all non-activated students.
Monday, January 17	Martin Luther King Day (University Holiday—no classes)
Tuesday, January 18	Last day to Add Course for Credit. Last day to Drop Course without Financial Penalty (if paying per credit hour) Last Day to Change Meal Plan Selection
Friday, March 4	Grade deficiency reports due to Registrar via BannerWeb Residence Halls close 6:00 p.m. Commons closes 1:30 p.m. Hat Rack closes 5:00 p.m.
Monday-Friday, Mar 7-11	SPRING HOLIDAYS
Sunday, March 13	Residence Halls open 12:00 noon Commons opens 5:00 p.m.
Monday, March 14	Hat Rack opens 7:00 a.m. Classes resume
Wednesday, March 16	Mid-Term Withdrawal date and Last Day to Drop Course Without Academic Penalty
Thursday-Friday, March 17-18 and and Monday-Thursday, March 21 – March 24	Academic Advising for Summer Session and Fall Semester
Friday, March 25	Good Friday (University Holiday)
Tuesday-Thursday, March 29-31	Registration for Summer Session and Fall Semester
Wednesday, April 27	Classes End
Thursday, April 28	Reading Day and Thursday Evening Course Final Exams
Friday-Saturday, April 29-30 and Monday-Wednesday, May 2-4	Final Examinations
Wednesday, May 4	Residence Halls close 6:00 p.m. (except for those students participating in Commencement)
Thursday, May 5	Final Grades for Graduating Students due to Registrar via Banner by 9:00 a.m.
Friday, May 6	Commons closes 1:30 p.m. Hat Rack closes 5:00 p.m.
Saturday, May 7	Baccalaureate Commencement Residence Halls close 6:00 p.m.
Monday, May 16	Final Grades for all students due to Registrar via Banner by 9:00 a.m.

ACADEMIC PROGRAMS

The Stetson University Bulletin is the official University publication which contains information regarding degree requirements, grades, class attendance, academic probation, etc. The Bulletin is available online at www.stetson.edu/bulletin.

DEGREE REQUIREMENTS

A detailed listing of all academic requirements, including those for a specific degree and major, may be found in the University Bulletin. **It is the student's responsibility to insure that all requirements for graduation have been met.**

To assist the student in this effort, the Office of the Registrar maintains an up-to-date "degree audit" for each student. This outlines the requirements of the student's major and records his/her progress toward the degree. The student is sent a copy of the degree audit each semester prior to academic advising and registration. Students may also request a copy of his/her degree audit at any time in the Office of the Registrar.

The following is a summary of some academic policies and procedures about which students frequently ask:

CHANGE OF MAJOR OR MINOR

A student who wishes to declare or change a major or minor should first consult with his/her academic adviser. The change may then be made in the office of the appropriate academic Dean.

ACADEMIC LOAD

A student must average 15 hours per semester to graduate in four years. A student who carries fewer than 12 hours is a part-time student. A part-time student does not qualify for the Honor Roll or Dean's List and may not qualify for certain kinds of financial aid or for other benefits which require certification of full-time status. Students who take eight hours or more pay full tuition. Fewer than six hours is considered part-time for summer school.

ATTENDANCE

Regular attendance is required in most classes. Stetson prescribes no general attendance rule; the individual colleges and schools may establish attendance regulations, but usually attendance requirements are established by individual professors for their own classes.

ACADEMIC RECORDS

Academic records, to include transcripts, are maintained in the Office of the Registrar. Students may examine their personal records upon request. Records are not released without the student's written permission. Exceptions to this policy are granted to administrative and faculty personnel within the University who have a need to know. A charge is assessed for each transcript that is requested. Transcripts may be withheld if the student is not in good financial standing with the University or in default on any federal loan.

INTERPRETATION OF GRADES

Grades and quality points represent the instructor's final estimate of the student's performance in a course. The grade of A (+ or -) may be interpreted to mean that the instructor recognizes exceptional capacity and exceptional performance. The grade of B (+ or -) signifies that the student has gained a significantly more effective command of material than is generally expected in the course. The grade of C+ or C is the instructor's certification that the student has demonstrated the required mastery of the material. A student is graded C- or D (+ or -) when his/her grasp of the course essentials is minimal. The F grade indicates failure to master the essentials and the necessity for repeating the course before credit may be earned.

Quality points are values assigned to letter grades. Students' cumulative grade-point averages are based on a four-point scale. Letter grades are assigned the following numerical equivalents per semester hour

A+ = 4.00	B+ = 3.33	C+ = 2.33	D+ = 1.33
A = 4.00	B = 3.00	C = 2.00	D = 1.00
A- = 3.67	B- = 2.67	C- = 1.67	D- = 0.67
			F = 0.00
			XF = 0.00
			WF = 0.00

The grade-point average is determined by dividing the numerical equivalents of the grades earned by the total GPA hours, including all courses failed except for those forgiven under the F Forgiveness policy. Recognize, however, that other universities, agencies, and employers may calculate GPA's using all grades that appear on the transcript, including the forgiven Fs. Only courses taken at Stetson will be used by the University in computing the student's cumulative grade-point average. See the University Bulletin for "Academic Honors" for the method of determining graduation honors.

I = Incomplete. This is the grade given when a student cannot complete the work of the course because of illness or other extenuating conditions, and the instructor's academic Dean has approved an extension of time for the completion of a course. The work of the course must be completed two weeks prior to the last day of classes in the next academic session of enrollment (excluding summer term); but in all cases, except graduate thesis courses, it must be removed within 24 months from the date issued, regardless of enrollment status; otherwise the I becomes an F. An I grade cannot be removed by repeating the course.

P = course passed. Credit is given. Does not affect grade-point average.

W = an approved withdrawal from all courses at the University before mid-term. See the Academic Calendar for the actual date. No credit is earned and the grade-point average is not affected.

WP = an approved withdrawal from all courses at the University after mid-term. The grade is given according to the instructor's evaluation. No credit is earned and the grade-point average is not affected.

WF = an approved withdrawal from all courses at the University after mid-term. The grade is given according to the instructor's evaluation. No credit is earned, but the grade WF is treated as hours attempted and the grade-point average is affected.

X = the grade received for late drop of a course without academic penalty. No credit is earned and the grade-point average is not affected. The grade must be approved by the student's academic Dean.

XF = the grade received for late drop of a course with academic penalty. No credit is earned, but the grade XF is treated as hours attempted and the grade-point average is affected. The grade must be approved by the student's academic Dean.

NR = grade not reported.

FORGIVENESS OF "F" GRADE

Under certain stipulations stated below, an undergraduate student may repeat a failed course to receive credit and improve the cumulative grade-point average. If a higher grade is earned, the hours attempted and grade earned for the first failed attempt will not be used in computing the student's cumulative GPA.

Limitations

Students may apply for grade forgiveness only ONCE for any single course, and are allowed to apply for grade forgiveness a maximum of TWICE during their undergraduate years at Stetson.

Students applying for grade forgiveness are required to repeat the failed course within the next four semesters of enrollment; if the course is not offered within the next four enrolled semesters, the course must be retaken the next time it is offered at the DeLand campus.

The Pass/Fail grade option may not be used when repeating a failed course, unless it was the grade option selected for the initial attempt.

Eligibility

This policy pertains to undergraduate, degree-seeking students only and applies to F grades earned on the DeLand campus during the fall semester of 2004 and subsequent academic terms. Failed courses that are repeated must be taken at the DeLand campus.

Result of grade forgiveness

If grade forgiveness is awarded for a particular course, the first F that was received in that course will not be calculated into the student's GPA. Both the forgiven grade and the passing grade will, however, appear on the student's transcript.

Application procedure

To have a failed course forgiven, the student must obtain a Grade Forgiveness form from the Office of the Registrar, have it signed by the Dean of the College or School in which the failed course is taught, and return it to the Office of the Registrar by the end of the Add period.

CHANGE OF REGISTRATION (DROP/ADD)

During the first few days of each term, an opportunity is accorded students to make changes in their class schedules. The exact dates for this period are published in the Academic Calendar included in this handbook. During the first week of drop/add, changes can be made on-line. A registration number provided by the student's faculty adviser is required to do this. After the "add" period, changes can only be made in the Registrar's Office with change-of-registration forms available in the Registrar's Office. Within the drop/add period, a certain initial period of time is allowed for students to add as well as drop courses, followed by a period of time in which students may only drop courses without academic penalty. Permission to drop a course after the official drop period is rarely granted. The student must provide a written petition presenting unusually compelling justification, such as a documented medical illness, which intensified as the semester progressed. If approved by the appropriate academic dean, a late drop with administrative approval will be noted on the transcript as X or XF, depending on the student's standing at the time of the request. The XF is counted as an F in the calculation of the student's GPA, while an X has no effect on GPA. A change of registration after the "add" period does not reduce financial charges. See also the policy on "F-forgiveness"; an F grade, including the grade of XF, may be eligible for redemption under this policy. It is imperative that students consult the Academic Calendar for the exact dates provided each term for adding or dropping courses.

PASS/FAIL CREDIT

A student has the option of taking, on a pass/fail basis, a total of two courses not ordinarily pass/fail. To exercise this option, students must obtain a pass/fail form from the Office of the Registrar, have the form signed by the faculty adviser, and return it to the Registrar prior to the end of the "add" period. Once initiated, the pass/fail option may not be changed.

For students majoring in the College of Arts & Sciences or the School of Music, the pass/fail option may be used only for courses which are not applied toward a major or minor and not applied toward Foundation Requirements (Part I) for the Arts and Sciences General Education program, or toward the English, Mathematics, and Communications course requirements for Music School degrees.

For students majoring in the School of Business Administration, the pass/fail option may be used only during the junior or senior year and may be used only for courses that are beyond all School of Business Administration requirements, not applied toward a minor, and offered outside the School of Business Administration.

EXAMINATIONS

Examinations are given in all courses at the end of each academic term. Students who miss an examination without prior permission from the Dean of the applicable school or college will be graded "F" in that course.

UNDERGRADUATE ACADEMIC WITHDRAWALS

If an enrolled student wishes to withdraw from the University, dropping all courses and leaving campus, he or she must comply with the withdrawal process described below. The policy for dropping an individual course is described elsewhere in the Handbook. (See Change of Registration—Drop/Add.)

Students who leave the University without proper permission automatically suspend themselves and can be re-admitted only by special approval of the dean of the appropriate College or School. A grade of F is recorded for all courses when a student leaves without prior approved withdrawal.

Official Withdrawal Procedures

1. The withdrawal process must be completed by the student at least two (2) weeks prior to the last day of classes in a semester (excluding summer term). Students may not withdraw during the last two (2) weeks of a semester.
2. The withdrawal process is initiated in the Office of the Registrar and must be approved by the Dean of the College/School in which the student is enrolled.
3. Upon the Dean's approval to withdraw, the student must carry the Withdrawal Form to the office of the Dean of Students (Carlton Union Building) and the Office of Student Financial Planning (Griffith Hall) for information and signatures.
4. The Withdrawal Form must be returned to the Office of the Registrar to complete the withdrawal process. Once initiated, the withdrawal process must be completed within seven calendar days from the Registrar's date stamp on the form. No Withdrawal Forms will be accepted after 4:30 p.m. on the last day to officially withdraw during that semester
5. When a student completes the withdrawal process, withdrawal will be recorded on the permanent academic record as follows:
   a. If completed before the mid-term withdrawal date (see the Academic Calendar for specific date), a grade of "W" will be assigned for each course. No credit is earned and the grade point average is not affected.
   b. If completed after the mid-term withdrawal date, a grade of "WP" or "WF" will be assigned for each course according to the instructor's evaluation of the student's performance to that point. WF's, are treated as hours attempted and the grade point average is affected.

UNDERGRADUATE AND GRADUATE MEDICAL WITHDRAWAL

Students seeking a medical withdrawal should contact the Dean of Students. Students who are granted medical withdrawal will receive a grade of "W" assigned for each course. No credit is earned and the grade point average is not affected.

ACADEMIC STANDING

Every undergraduate student enrolled at Stetson University is expected to earn and maintain a grade point average of at least 2.000 on all coursework attempted. A cumulative grade point average of 2.000 is required for graduation.

ACADEMIC WARNING

Any student whose cumulative average falls below a "C" (2.0 G.P.A.) at the end of a grading period will be placed on academic warning. This warning will be in effect until an overall "C" (2.0 G.P.A.) average is regained. If a student earns a "C" (2.0 G.P.A.) or higher average for a single semester but the cumulative average remains below a "C", the warning will be continued.

ACADEMIC SUSPENSION

A student already on academic warning will be automatically suspended from the University for a period of seven months if the cumulative grade point average at the end of any grading period falls below minimum acceptable levels.

Minimum Acceptable Grade Point Average

Total Earned Hours	Stetson GPA
1-26	1.500
27-60	1.600
61-90	1.700
91+	1.800

Students failing all coursework during the first semester at the University will be automatically suspended. Academic work taken at another institution during the time a student is on academic suspension will not be accepted for credit toward the requirements for graduation at Stetson University.

READMISSION AFTER SUSPENSION

A student who has been academically suspended is eligible to apply for readmission after the period of suspension has been completed. The student should apply to the dean of the college or school for readmission at least thirty days prior to the scheduled date of registration for the term for which the student seeks readmission. A student readmitted to the University following an academic suspension must enroll in the University's LEAP program (Academic Support Office) and must maintain a grade point average of 2.000 for each grading period until the academic warning has been removed.

ACADEMIC DISMISSAL

Students readmitted to the University following an academic suspension who fail to maintain a grade point average of 2.000 for each grading period until academic warning has been removed will be automatically dismissed from the University. Under ordinary circumstances, a student will not be readmitted to the University following such a dismissal.

ADMINISTRATION AND APPEALS

Academic suspension and readmission are the administrative responsibilities of the deans of the college and schools. Inquiries, appeals, and requests for readmission should be directed to the appropriate dean.

REENTRY

Students in good standing who reenter the University after being absent for one semester or more (Fall or Spring) do so through the Office of the Registrar. Upon reentry, students must meet the degree requirements of the University Bulletin in effect at the time of their reentry.

MID-TERM GRADE REPORT

Once during each semester, unsatisfactory grades are reported. Only grades less than C are reported and these are not recorded on the student's permanent record. They are simply to give the student an idea of progress up to Mid-Term. It is the student's responsibility to arrange for conferences with the instructor, faculty advisor, the student's Dean, or anyone else whom the student feels may be of help.

GRADING GRIEVANCE PROCEDURE

The teacher of each course has authority over all academic matters, including (but not limited to) establishing requirements and assigning grades. Students are entitled to full and clear explanations of their grades. Students have the right to protection from capricious action. A

student who desires to appeal a decision on a semester grade must follow the procedures listed in the Bulletin (see page 34-35). The appeal must be initiated no later than the last day to drop courses without academic penalty in the Spring or Fall semester immediately following the term of the course in question.

PROCEDURES FOR GRIEVANCE CONCERNING OTHER ACADEMIC POLICIES

For all other grievances, students talk with the instructor and/or department chair, and, in the spirit of collegial problem solving, attempt to resolve the concern. If the student thinks that a complete or satisfactory explanation has not been provided, the student may direct an appeal in writing to the Dean of the College or School. The Dean has the responsibility for maintaining the integrity of all academic policies and regulations of the University and the decision of the Dean is considered to be final.

Stetson is committed to fairness, equity, and justice in all relationships. A student who feels that the decision by the Dean is either arbitrary or grossly unfair may appeal the Dean's decision to the President. This appeal must be in writing and must show why, in the view of the student, the decision of the Dean was unfair. The appeal should be delivered to the Office of the President and should provide the President with the following additional data:

- full name
- student number
- academic major
- academic advisor
- local address
- local telephone number

The President will communicate his/her response to the formal appeal in writing to the local address provided by the student after consultation with the involved parties.

ACADEMIC HONESTY

As an institution of higher learning, Stetson University depends upon its members—students, faculty, staff, and administration—to uphold the highest standards of academic integrity. Without a commitment to this ideal, the foundation of our educational mission is undermined, and truth—the ultimate goal of our pursuits at the university—loses its meaning and force. The Honor System seeks to nourish a vital campus culture, one where students, faculty, administration, and staff are mutually committed to pursuing truth in a spirit of cooperation and respect. Laws and rules exist to protect a society and its members, but truly to flourish, a community relies upon the individual to take responsibility for his or her actions and to uphold certain bedrock principles. The Honor System specifies actions that are harmful to the community and establishes ways of dealing with those who violate basic standards. But the primary justification for the Honor System is that it challenges individuals to reflect upon the ethical issues they face as members of a university and encourages them to take positive steps to maintain the integrity of themselves and their community. Moreover, by affirming student self-governance in the form of an Honor Council, this Honor System underscores the central roles that both students and faculty play in upholding academic integrity.

The Honor Pledge

The Honor Pledge is a promise made by undergraduates to uphold high standards of integrity and honesty in their academic work. By enrolling in Stetson University, students commit themselves to abide by the principles and spirit of the Honor System. They will be asked to demonstrate that commitment by signing a written pledge that will be kept on file by the Honor Council.

The Pledge:

As a member of Stetson University, I agree to uphold the highest standards of integrity in my academic work. I promise that I will neither give nor receive unauthorized aid of any kind on my tests, papers, and assignments. When using the ideas, thoughts, or words of another in my work, I will always provide clear acknowledgement of the individuals and sources on which I am

relying. I will avoid using fraudulent, falsified, or fabricated evidence and/or material. I will refrain from resubmitting without authorization work for one class that was obtained from work previously submitted for academic credit in another class. I will not destroy, steal, or make inaccessible any academic resource material.

By my actions and my example, I will strive to promote the ideals of honesty, responsibility, trust, fairness, and respect that are at the heart of Stetson's Honor System.

The Honor System in its entirety is found at http://www.stetson.edu/honorsystem/ or a hard copy of the Honor System booklet may be obtained from the Office of Academic Affairs in DeLand Hall or the Dean of Students Office in the Carlton Union Building.

ACADEMIC HONORS

Undergraduate students who have attended Stetson University only and whose cumulative grade point average (GPA) is between 3.500 and 3.699 are graduated Cum Laude; if it is between 3.700 and 3.899 they are graduated Magna Cum Laude; and if it is 3.9 or higher they are graduated Summa Cum Laude.

Undergraduates who have attended other academic institutions and have earned 60 or more credit hours at Stetson are also eligible for graduation academic honors. In such cases the academic requirements for honors must be met both on all graded work taken at Stetson, and on all the combined graded work taken at Stetson and at all previous institutions.
Students may receive recognition for academic achievement during a particular semester. The Honor Roll includes undergraduates with a 3.0 GPA based on at least twelve hours work attempted with no grade below a "C." The Dean's List includes undergraduates with a 3.5 GPA based on at least twelve hours of work attempted and no grade below a "B."

INFORMATION TECHNOLOGY

Library Computer Lab	**Room L5**	**Ext. 7066**
Monday – Thursday	8:00 am – 1:00 am	
Friday	8:00 am – 5:00 pm	
Saturday	12:00 pm – 5:00 pm	
Sunday	12:00 pm – 1:00 am	
Davis Hall Computer Lab	**Room 101**	**Ext. 8990**
Monday - Thursday	8:00 am – 9:00 pm	
Friday	8:00 am – 5:00 pm	
Saturday	Closed	
Sunday	Closed	
Elizabeth Hall Computer Lab	**Room 205**	**Ext. 7067**
As posted		
Lynn Business Center Lab	**Room 317**	**Ext. 4317**
Monday – Thursday	8:00 am – 9:00 pm	
Friday	8:00 am – 5:00 pm	
Saturday	12:00 pm – 5:00 pm	
Sunday	12:00 pm – 1:00 am	

All labs are equipped with Pentium III or higher microcomputer systems. A valid student ID is required to access any computer lab. The schedule for the labs will be modified during holidays and finals week. Modified schedules will be posted at least one week in advance.

IT Residential Networking (ResNet)/Student HelpDesk Services

ResNet services allow all students, who live in University-owned Residence Halls and who own a computer, to be directly connected to the Stetson University network. There is a network connection for every student, so that those students sharing a room may have their own personal connection.

In addition, the Technical ResNet Assistants (TRA's) also provide secondary support as a Student HelpDesk, and are available to assist with residential networking questions, application support, network and email access accounts and passwords, voice mail system support and diagnostic assistance related to network connectivity and virus removal and updates. The Student HelpDesk is located in the Lynn Business Center, Room 011 (directly behind the IT HelpDesk) for walk-in assistance. Students may also email the Student HelpDesk at labhelp@stetson.edu, or call 822-7031.

For students requiring assistance with installation or configuration of a Network Interface Card (NIC), TRA's are available for in room visits. For convenience, students also have the option to deliver their computer to the ResNet/Student HelpDesk Services office for installation and configuration. As an added service, beginning in the spring of 2004, on campus residents are entitled to download and install anti-virus software free of charge.

ResNet/Student HelpDesk Services hours of operation are generally from 10am-6pm, with limited hours of operation during holiday and finals week.

ResNet Code of Conduct

- All Stetson University policies and guidelines regarding student and resident conduct are applicable to all users of ResNet. These policies include, but are not limited to, those that prohibit harassment, and discrimination. Additionally, all state and federal laws are applicable to users of ResNet.
- In order to access ResNet and university resources all students will be required to register their computer with IT.
- ResNet and IT network administrators reserve the right to monitor stability and security of the network. Accordingly, at any time administrators may monitor bandwidth usage and stability of the network; and perform scans of the network intended to discover violation of policies and potential security hazards.
- Residents may not tamper, modify or extend wiring of ResNet related services beyond individual residential rooms. This applies to all network wiring, data jacks, related hardware and network or Internet services.
- No more than three computers may be registered to each individual student at any given time, unless permission has been given by IT to register more than three computers (Contact IT for more information).
- Only one IP address will be assigned to each registered computer via DHCP. Residents may NOT have multiple IP addresses per computer. Hard coding, or manual specification of any network settings will not be allowed and is considered prohibited unless arrangements have been made with IT. IP addresses are dynamic and may change at anytime.
- IP Addresses may NOT be registered to domain names outside of Stetson University.
- Use of ResNet for commercial purposes or financial gain is not allowed in any form. This includes, but is not limited to, selling access to resources on your computer or making a direct financial gain from use of network resources.
- Abuse (intentional or not) of network resources is prohibited. This includes any activities performed by a resident, or group of residents, that is considered detrimental to the network or causes excessive traffic.
- No resident, or group of residents, may in any way restrict or interfere with others' access to or use of the network.

- Harassment of others is prohibited. This includes, but is not limited to, the use of anonymous/forged Email, SPAM, and other unsolicited message. Port scanning of systems (campus or internet) is prohibited and considered harassment.
- Residents will be held responsible for all activity originating from their registered computer. This includes actions taken by guests and unauthorized users using a connection registered under your name.
- Allowing anonymous access to file shares (Windows Networking, AppleTalk, FTP, etc) on your registered computer is considered prohibited.
- No resident may use ResNet or the Stetson University network to commit an illegal act or to gain or attempt to gain unauthorized access to any data or system (regardless of whether that data or system is secure). In addition to this,
- Engaging in the act of "sniffing" (attempting to read information from the network not intended for your machine) is prohibited unless approval has been given by IT Network Administration.
- Granting network access to copyrighted software or other copyrighted material that you do not own the copyright on (including MP3 files from copyrighted music media and digitized video from copyrighted motion pictures) is prohibited.
- Students may run servers as long as they do not violate another policy (i.e. ftp servers sharing illegal mp3.s). Servers that may interfere with network connectivity or reliability are not allowed; these include DNS servers, DHCP servers and NNTP servers. If a resident is found to be running an illegal server they will be given a one-time warning to shut-off the server. Should the resident not terminate the server, their network access will be suspended. If in doubt please contact IT to find out if the server you wish to run is allowed.
- Users will not change the behavior of services running on their machine to bypass restrictions put in place by IT Network Administration.
- ResNet and IT network administrators have the responsibility to protect fair access to network and internet resources by all users and to implement, publicize, and enforce policy consistent with these rights. Accordingly, administrators may remove any user, service, or program from the network (with or without notice) that impedes with fair access pending an investigation and decision, or satisfactory resolution.
- ResNet users will install, run and update anti-virus software. ResNet will provide antivirus software if the user does not have it available to them. Operating systems without anti-virus software are exempt from this rule.
- ResNet and IT reserve the right to modify, change, and reformat this document as it is deemed necessary without permission or consent of its network users. Copies of this Acceptable Use Policy will remain available via the ResNet and IT websites.

Networking Code of Conduct

- Offensive, rude, obscene, or harassing material via any electronic mail or bulletin board facility is strictly forbidden.
- The Internet is not to be used for political or commercial purposes.
- Broadcasting messages to lists or individuals is not allowed.
- Chain letters are not allowed.
- Any communication which violates applicable laws and regulations is not allowed on the Internet.

Code of Conduct for Stetson Computer Lab Use

- You must present your Stetson ID each time you enter the computer labs. Access to the computer labs will not be given without a valid Stetson ID. The Lab Assistants have the authority to ask for your ID even while you are working on a computer.
- No smoking, drinking or eating is allowed in any computing facility. Neither open nor unopened food, drinks or tobacco products are allowed in the labs.
- You must be considerate of other users. Privacy and concentration are important in the computer labs. If you need to talk to somebody, please do so in a way that does not disturb other lab users.

- Lab Assistants are not allowed to debug your program, interpret class assignments, or help with your homework. The Lab Assistants are only there to assist with the technology needed to complete your work.
- The computing labs are an academic resource. The following will not be permitted in the computer labs: games, Internet relay chat software, MUD's, etc.
- Lab management is not responsible for any diskettes or belongings left in the computer labs. Please make sure you take your diskettes with you when you leave. If a diskette becomes stuck or jammed in any drive, it will be removed. Data recovery will be attempted for the convenience of the user.
- Do not make changes to the hard drive configurations of the computers in the labs.
- You are not allowed to copy any documents or applications to the systems hard drive. Academic documents may be temporarily saved to the "C:\My Documents" directory for Windows computers or the "Documents" folder on Macintosh desktops. All files are deleted from the "C:\My Documents" directory upon each restart of a lab computer and all Documents" folders are emptied each Monday.
- Software that is downloaded from the Internet is not to be installed on any lab computer for any purpose. Save your work to your own floppy disk or to your Novell account.
- You are not allowed to print large quantities of flyers, banners or other distribution materials. If print jobs of this nature are required, one original copy may be printed in the labs, but duplicate copies will need to be processed through the University Print Shop or an alternative printing facility.
- Attempting to damage or destroy information on the computers will not be tolerated.
- You are expected to leave your computer workstation in the same condition as you found it. This includes putting chairs back in place and exiting all open applications when you leave.
- Sexual Harassment of any type will not be tolerated in the computer labs. Examples of sexual harassment may include, but are not limited to: sexual battery, displaying pornographic images, verbal harassment or abuse of a sexual nature, cyber-sex or chat room sex, subtle pressure for sexual activity, etc.
- You are responsible for reading and abiding by all signs posted in the labs.

Stetson University's WWW Publishing Code of Conduct:

World Wide Web pages represent you as well as Stetson University, whether published as a department or as an individual. This access to and use of the Internet is a privilege and should be treated as such by all users of Stetson's system.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is critical in computer environments. United States copyright and patent laws protect the interests of authors, inventors, and software developers in their products. Software license agreements serve to increase compliance with copyright and patent laws and to help insure publishers, authors, and developers of return on their investments. It is against federal law and University policy to violate the copyrights or patents of others on or through the Internet. Students, faculty, or staff may not use copyrighted or patented material without obtaining written authorization. Violations of authorial integrity, plagiarism, invasion of privacy, unauthorized access, and violations of trade secret or copyright laws violate University academic policy.

Freedom of expression, including computerized expression, is a constitutional right afforded to all members of the community. Stetson network users should realize that there are services available on the Internet, which may be considered offensive. With this in mind, users must take responsibility for their own navigation of the Internet. Stetson requests that WWW home pages be published in an ethical manner that is consistent with the generally accepted decorum of civic and academic discourse.

Publishers and browsers of World Wide Web pages must not encourage, collaborate, or tolerate the violation of this code by any other person. It is the University's expectation that anyone with knowledge of violations or suspected violations report this information to the Office of Student Judicial Affairs or Information Technology.

Abuse of WWW publication privileges will be subject to disciplinary action and violators will be subject to the judicial procedures of the University as stated in the Campus Life Handbook and the Employee Handbook. Computing privileges may be temporarily suspended upon the discovery of a possible violation of this policy. This suspension will remain in effect until an appropriate hearing can be conducted and a determination can be made as to the violation.

These disciplinary actions may be taken against violators:

1) Temporary suspension of computing privileges and documentation of violation in student's records or employee's personnel file.
2) Permanent removal of computing privileges and violation documented in student's records or employee's personnel file.
3) Disciplinary probation with the forfeiting of privileges as stated in Stetson's Student Code of Conduct, Article III, Judicial Policies.
4) Disciplinary suspension, which includes the termination of enrollment for a specified period of time as stated in Stetson's Student Code of Conduct, Article III, Judicial Policies.
5) Disciplinary expulsion, which includes the termination of enrollment for an indefinite period of time as stated in Stetson's Student Code of Conduct, Article III, Judicial Policies.

duPONT-BALL LIBRARY

The recently renovated and expanded duPont-Ball Library holds approximately 269,000 books, 62,000 bound journal volumes, a Federal government documents collection of 251,000 pieces, 400,000 microforms, and more than 2,000 videos and DVDs, including 400 feature films. The Library subscribes to more than 100 online databases, many of them providing full text of reference works and journal articles. The Library has 27 research workstations with printers, 2 scanners, and several other workstations without printers for email and non-research purposes. Printing from the research workstations and from the microform readers is provided without charge to Stetson students. Numbers of laptop connections are available on the main and mezzanine floors.

Assistance with your research and other questions is available at the Reference Desk, and individual reference assistance is also available by appointment. For Web access to the Library's catalog, full-text databases, and other information, connect to the Library's web site: http://stetson.edu/library

Books and other materials placed on Reserve by faculty are available at the Circulation Desk. A typewriter and video / DVD players are also available for use within the Library. All material to be used outside the Library and reserve materials must be checked out at the Circulation Desk. You must present your Stetson ID to check out materials. Books may be checked out for four weeks and videos for seven days. Scores and recordings are housed in the Jenkins Music Library in Presser Hall.

The duPont-Ball Library is open to Stetson students, staff, and faculty, as well as Stetson Library Associates. The Library strives to maintain an atmosphere conducive to research, study, and collegial interaction. For a current copy of the Library's Code of Conduct, Access Policy, and Internet Use Policy, see http://stetson.edu/library/conduct.html

duPont-Ball Library Hours (academic year)

Mon. - Thurs.	8:00 am - Midnight
Friday	8:00 am - 5:00 pm
Saturday	11:00 am - 5:00 pm
Sunday	11:00 pm - Midnight

For a detailed calendar and hours during summer, interims, and holidays, see http://stetson.edu/library/calendar.html

CAMPUS LIFE SERVICES

ACADEMIC SUPPORT OFFICE

The Academic Support Office (ASO) offers learning/study skills development to all Stetson University students in the form of group workshops and individual assistance, such as LEAP (Learning Enrichment and Assistance Program). In addition, we act as a liaison between faculty and students with documented disabilities by recommending reasonable accommodations for a successful college experience.

The mission of the ASO is: 1) to provide resources to all students who want to enhance their academic performance, regardless of their current level of academic achievement; 2) to facilitate a successful transition from high school work to the rigorous demands of college by equipping students with effective learning/study skills; 3) to advocate for equal access to educational opportunities for all qualified students, regardless of disability.

The ASO is located in the CUB, Room 101. Please call 822-7127 or view www.stetson.edu/academicsupport for more information.

CAREER SERVICES

Career Services offers students the tools necessary for successful career planning and development. Our wide range of services includes self-discovery, internships, job search skills and graduate school planning/admission. Individual career advising helps students with their career planning needs, whether it be choosing a career direction, preparing for graduate school or planning a job search strategy. Through career advising and assessment surveys, our professional staff helps students understand how to use their skills, interests and values and personality style to identify possible majors and career choices.

The Career Services office is located in Flagler Hall and is open from 8:00 a.m. until 4:30 p.m., Monday through Friday. A career library featuring an extensive collection of information on careers, employers, industries, internships and geographic locations is available on a walk-in basis. Individual appointments can be made by calling 386-822-7315. Additional information is available on the Career Services web site at www.stetson.edu/career.

OFFICE OF THE CHAPLAIN

As part of Stetson's ongoing commitment to its religious heritage, the University Chaplain provides for and supports the religious and spiritual needs of students. The Office of the Chaplain plans, implements, and sponsors religiously oriented programs; provides counseling and pastoral care; serves as a liaison with religious groups, on campus and off; offers ecumenical worship services and interfaith programming; and assists the campus in nurturing a caring and respectful environment for full and diverse expressions of the life of faith. The chaplain may be reached at (386) 822-7523, or in the Carlton Union Building room 212.

COUNSELING CENTER

The Counseling Center is located at 601 Bert Fish Drive, across the street from the Hollis Center. The Counseling Center provides individual and group counseling, consultation, outreach, and emergency services. The Center deals with issues such as relationships, stress, life choices, substance use, adjustment, family concerns, eating, learning, self esteem and others. Counseling is confidential and does not become part of the student's University record. The Counseling Center houses a self-help library of books, pamphlets, and audiotapes. Testing services and information are also provided through the Center (GRE, LSAT, MAT, Career, etc.) Please contact 822-8900 for an appointment or more information.

CROSS CULTURAL CENTER

Stetson University affirms that women and men of diverse racial, ethnic, sexual, religious, cultural and socioeconomic backgrounds are fundamental to the process of education. Thus, the Cross Cultural Center (CCC) contributes to the creation of a campus environment that respects and supports diversity and inclusiveness at Stetson. The CCC provides information, resources, programs and services that reflect both academic and co-curricular education that

assists in both student and professional development. The CCC also serves as a vehicle to advocate diversity issues, employ community outreach and retain diverse students. All members of the campus community are encouraged to visit, participate and get involved in the programs and activities offered by the Cross Cultural Center (CCC). The CCC is located at 611 Bert Fish Drive, across from the Hollis Center pool and may be contacted at (386) 822-7401.

HOLLIS CENTER

The Hollis Center is the central hub for co-curricular activities at Stetson University. The wellness and recreation facility houses a fitness room, aerobics/dance studio, wood floored gymnasium, game room, outdoor pool, juice bar, student lounge, classroom and instructional kitchen as well as a resource room and the offices of CSA, Intramural Sports and the Department of Student Activities. All of the resources of the Hollis Center combine to make it the center of student activity on campus.

INTRAMURAL SPORTS

Stetson has one of the most comprehensive intramural programs of any school its size in the country. Over two-thirds of the student body participates in a wide variety of men's, women's and co-ed intramural activities. Sports include flag football, basketball, soccer, indoor volleyball, sand volleyball, softball, kickball, racquetball, indoor soccer, ping-pong, swimming, tennis, bowling, and ultimate Frisbee. Various teams are established from residence halls, fraternities, sororities, and other campus organizations. Intramural Sports also sponsors special events including a variety of games and tournaments. The Intramural Sports Office is located in the Hollis Center, Room 138.1, on-campus extension is 7231.

JUDICIAL AFFAIRS

In any society, large or small, where people live in a community, there must be certain rules established to guarantee the safety, rights and freedom of all concerned. This is also true of Stetson University, a community that acknowledges the existence of both rights and responsibilities and is dedicated to personal and academic excellence. Community members are individually and collectively responsible for their behaviors and fully accountable for their actions.

The University does not exist as a haven for those who wish to escape the responsibilities imposed by federal, state and/or municipal law. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus. A student who has or is alleged to have committed a violation off-campus and whose case is being adjudicated in a public court or hearing is not guaranteed immunity from further review and/or action by the University.

University student judicial proceedings are administered by the Dean of Students. The office of the Dean of Students is located in Room 201 of the Carlton Union Building. Any student, professional staff, or faculty member may submit to the Student Judicial Officer charges against any student believed to be in violation of any University regulation concerned with personal behavior, academic honesty, traffic and security, or residence hall policy.

The Student Judicial Council serves as a link between the University administration and students, to provide students with the opportunity to become actively involved in the educational disciplinary process. Council members also serve as members of the University Traffic Board. A student's alleged violation of University policy or the Code of Conduct may be considered by the Council for adjudication. The Council, believing in the existence of higher ideals, endeavors to develop a sense of responsibility and a higher standard of conduct in each Stetson student. The Council consists of eight (8) undergraduate students: two (2) female and two (2) male seniors; one (1) female and one (1) male junior; and one (1) female and one (1) male sophomore. Members are selected during the spring semester for a one (1) academic year term according to the rules of the Council Constitution. No member may serve more than three consecutive years on the Council and any nonacademic organization shall not have representation of more than three (3) members on the Council.

Students found in violation of the University's established policies or Student Code of Conduct face varying degrees of disciplinary sanctions. Judicial procedures of the University are explained in detail in the Student Code of Conduct printed in this Handbook.

RELIGIOUS ACTIVITIES

Stetson has a variety of student religious groups on campus. These include the Baptist Collegiate Ministry (BCM), Canterbury House (Episcopal), Catholic Campus Ministry (CCM), Fellowship of Christian Athletes (FCA), Intervarsity Christian Fellowship (IV), Muslim Student Association (MSA), the Stetson University Gospel Choir, Wesley House (WH) (Methodist), and Young Life. Cooperative programs include musical concerts, "Oxfam" week, the Yule Log Lighting, and other special events.

In addition to on-campus activities, students are encouraged to become involved in the congregation or faith community of their choice in the DeLand area.

RESIDENTIAL LIFE

Stetson University prides itself on being a residential University. Approximately 1,500 undergraduate students reside on campus in University facilities. Stetson is concerned not only with the formal education of its students but also with their total development as persons. The residence hall program contributes to this effort toward personal growth and development.

The University desires to provide housing of the highest possible quality at a reasonable rate. Residence halls and Greek housing are staffed with student advisers who are chosen and trained by the staff of the Dean of Students. The residential life staff is committed to working with students in developing a sense of community conducive to academic and personal growth through programming, advising, and acquainting students with the total college experience.

Residential Life's relationship with students is based on the assumption that residents are adults, capable of initiating reasonable decisions to ensure their own rights and to respect the rights of others. Freedom, self-direction and responsibility are emphasized.

For additional information explaining the residential life program, please refer to the Residential Life Guidebook located in the back of this Handbook.

STUDENT HEALTH SERVICE

Stetson University provides a professionally staffed Student Health Service (SHS), which is located on Bert Fish Drive across from the Hollis Center. The SHS operates as a primary outpatient clinic. The professional staff includes the University Physician, Certified College Health Nurse/Director, two Registered Nurses, and a consulting pharmacist. The SHS is open from 8:30 a.m. to 4:30 p.m. Monday through Friday during fall and spring semesters and from 9:00 a.m. to 3:00 p.m. during the summer. Students are seen on a walk-in basis by the nurse, but the Physician is seen by appointment. This includes on-campus, commuter, part-time, and graduate students. Examination, treatments and discussion with students are considered privileged medical information. Student medical records are treated with the confidentiality afforded by law and ethical standards.

Students are required to complete a medical history record, including documentation of immunizations for Measles and Rubella prior to registration. The Hepatitis B and Meningitis vaccines are recommended.

It is the responsibility of the student to contact professors regarding classes missed due to illness. Verification of visits to the SHS is provided. The nature of the illness and treatment provided are confidential and will not be released without the permission of the student.

While visits to the SHS are included in the General Fee paid in connection with registration for classes, students are charged for certain supplies, medication, and laboratory tests.

Students should be familiar with their individual type of medical insurance regarding benefits and limitations and should have their insurance and prescription card with them. Students should understand that the University does not automatically provide medical insurance. A medical insurance plan is offered through the office of Human Resources and may be purchased by the student.

STUDENT ACTIVITIES

The Stetson University mission to educate is fulfilled through a partnership involving curricular and co-curricular programs. The Student Activities program is a vital part of the University's mission. Student organizations are an essential part of the University and the Student Activities program.

The primary role of student organizations at Stetson University is to provide students with opportunities (1) to enhance the University's mission to educate, (2) to meet specific student needs, (3) to broaden their social and leadership skills, (4) to encourage spiritual growth and a sense of moral and social responsibility, and (5) to provide an avenue for campus and community service. In these ways, organizations provide a means through which the University clarifies its long-range goals, and students participate directly in programs that enrich campus life.

As a part of the role which student organizations play in the education process, organizations provide students with opportunities to explore new ideas and leadership roles, and to engage occasionally in the open debate of controversial issues. Students are allowed to succeed, to fail, to argue, to reason and to discover new truths. Students are taught how to live with others in an open spirit of freedom, compromise, and mutual respect. (http://www.stetson.edu/administration/student_activities/index.php). Listed below are some of the primary programs and organizations coordinated by the department of Student Activities:

Student Government Association (SGA)

The principle avenue for student participation in University governance is through the Student Government Association (SGA). It is composed of two main bodies, the Student Senate and the Executive Cabinet. SGA is representative of the entire student body through senators from the residence halls, the commuter population, and campus organizations.

The Student Government works to have an influence on policy decisions that directly impact the student body, and acts as the true voice of the students. SGA meetings are open to all students, and those interested in obtaining more information about the organization are invited to stop by the SGA Office in CUB Room 206.

Council for Student Activities (CSA)

The Council for Student Activities (CSA) is the organization responsible for providing entertainment events and programs for the Stetson student body. Also known as E2E or Escape to Entertainment, CSA programming includes on-campus concerts, comedians, coffeehouse shows, novelty acts, lecturers, off-campus trips to local attractions and shows, and campus-wide events like Spring Fling. Their mission is entertainment for everyone. CSA is composed of eight students hired by the Department of Student Activities to research and plan these events throughout the academic year. CSA strives to provide quality, diverse entertainment that reaches as broad a range and as many Stetson students as possible.

CSA is responsible for gathering programming ideas from the student body and coordinating the efforts of volunteers for on-campus events. If you would like to be in on the action, contact CSA at x. 7225 or csa@stetson.edu. For the latest information on campus events, visit the website at http://csa@stetson.edu. CSA also serves as a ticket outlet for Universal Escape, Florida, providing discount tickets for Universal Studios and Islands of Adventure.

PAST CSA EVENTS:
Comedians
Norm MacDonald, Tommy Davidson, Jon Stewart, Adam Sandler, Harland Williams, Jimmy Fallon
Musical Performers
Seven Mary Three, Jars of Clay, Collective Soul, Blues Traveler, Mark Chestnut, Shaggy, Sister Hazel, Big Sky, Juvenile

Off Campus Trips
House of Blues, Pleasure Island, City Walk, Islands of Adventure, Mardi Gras at Universal Studios, Halloween Horror Nights, Orlando Magic games.
Novelty Acts
Hypnotist Tom DeLuca, "Dive-In" Movie, Mentalist Craig Kargas, SAK Comedy Lab, Blizzard of Bucks, Bonkerz Comedy Club

Greenfeather
Every fall, Stetson students have their own community service fund drive. "Greenfeather Week" involves many students who come together to raise funds by participating in a variety of events: Air Waves, (a Lip Sync contest), a Rock-A-Thon, Yard Sale, Olympics, Twister and many other activities. Annually students raise over ten thousand dollars to share with Volusia County, DeLand community service agencies, and charity organizations.

Family Weekend
Each year families of current Stetson students from all parts of the country come on campus to participate in a weekend of activities. Emphasis is placed upon providing opportunities for families to meet and visit with faculty and administration and "to become acquainted" with the campus. Join us for a weekend full of great events including the President's reception, the traditional picnic, and special entertainment on Saturday night.

Orientation (FOCUS)
The Fall Orientation Program, FOCUS, is the responsibility of the Office of the Dean of Students. FOCUS is designed to help new students have a successful transition into the University. In addition to the orientation activities, each new student is assigned a FOCUS Adviser, an upper-class student, who assists the students in their academic planning and social adjustment at Stetson. The FOCUS staff is selected each spring to serve for the following year.

Stetson Weekend (Homecoming)
Each year, students work closely with the Office of Alumni Relations and the Department of Student Activities to organize Stetson Weekend - a weekend of activities that welcome alumni back to campus. An abundance of special entertainment, athletic events, and numerous receptions and banquets are all places that students and alumni can bridge the generation gap and share their Stetson experiences. To volunteer, call the Meadows Alumni House, extension 7480.

Greek Life
Greek-letter organizations have traditionally assumed an active role in contributing to the cultural, educational, and social life of the campus in providing leadership opportunities for students. At Stetson University, students have the opportunity to affiliate with six national sororities and eight national fraternities. At Stetson University, sororities and fraternities are involved in educational programs, community service, and leadership development, in addition to providing a strong bond of friendship among those invited to affiliate with the organizations. Greek-letter organizations are an exciting part of University life. Fraternities and sororities hold formal membership recruitment drives in the fall (October) for all students. Please visit www.stetson.edu/administration/studentactivities.

Student Organizations
Listed are the officially recognized organizations for the 2004-2005 academic year. Each student organization is responsible for completing a registration Renewal Form with the Department of Student Activities no later than the end of the 3rd week of the fall semester of each year, declaring the intention to function for the current academic year. Organizations failing to do this will forfeit the right to use University facilities, receive University funds, and be represented in student publications such as the student newspaper.

REQUIREMENTS FOR STUDENT ORGANIZATIONS:

RECOGNITION - All student organizations must be approved by the University in order to be officially recognized. Groups must have a Charter, a set of officers, a list of members, a statement of purpose, and a program of activities.

RESTRICTIONS - The University recognizes the legal right of students to organize and to speak in an environment supportive of an open exchange of ideas. Nonetheless, the University does not allow organizations on campus which deny human rights of other individuals, which disrupt orderly University processes, or which attempt to do psychological or physical harm to others.

PROCEDURE - In order to qualify as a recognized organization at Stetson University, the following must be accomplished:

1. The group seeking recognition must submit to the Department of Student Activities a constitution with the following information:
   a. Name of organization
   b. Purpose of organization
   c. Membership eligibility
   d. List and description of officers and duties
   e. List of committees and their functions
   f. Provisions for amendments to the constitution
   g. Current membership list
   h. Name of organization's adviser
2. Organizations must also submit a Completed Organization Application Form to include the following information to the Department of Student Activities:
   a. Roster of charter members
   c. List of short and long-range goals for the organization
   d. Name of Faculty Adviser and his or her statement of consent to serve in an advisery capacity

When all of the above obligations have been fulfilled, copies of all materials will be sent to the Campus Life Committee (CLC) chair at least one week prior to the next meeting in order to be added to the agenda. The Organization President will be notified of the date, time and location of this meeting, at which he or she and at least one representative of the organization must be present. Upon review of the proposed constitution, the CLC may request revisions or modifications and may further request that the representatives return to another meeting for additional discussion.

Following consideration of the initial proposal and any requested revisions, the CLC may choose to:

a. Recognize the new student organization
b. Deny recognition of the proposed organization
c. Request additional revisions until recognition is able to be decided upon.

The final recommendation of the Campus Life Committee will be sent to the Organization President, Dean of Students, and the Department of Student Activities.

Stetson University recognizes the legal right of persons to assemble and to speak and the significant role free speech and academic freedom play in the life of a university. Student organizations, however, do not speak for or represent the University, nor are such views or activities necessarily promoted or condoned by the University.

REGISTERED STUDENT ORGANIZATIONS

ACADEMIC ORGANIZATIONS:

College of Arts and Sciences
- American Medical Student Association
- Future Educators of America
- German Club
- Kappa Delta Pi
- Phi Alpha Theta (History)
- Philosophy
- Russian Club
- Society of Physics
- Student Affiliates of the American Chemical Society
- Theta Alpha Phi (Theatre)

School of Business
- Alpha Kappa Psi
- Association for Computing Machines

School of Music
- Collegiate Music Educators Conference
- Phi Mu Alpha Sinfonia
- Sigma Alpha Iota

Honorary Organizations
- Beta Alpha Psi
- Beta Beta Beta (Biology)
- Gamma Sigma Epsilon (Chemistry)
- Lambda Pi Eta
- Mortar Board
- Omicron Delta Epsilon
- Omicron Delta Kappa (Leadership)
- Order of Omega
- Phi Alpha Delta (Pre-Law)
- Phi Alpha Theta
- Phi Eta Sigma
- Psi Chi (Psychology)
- Rho Lambda
- Sigma Delta Pi (Spanish)
- Sigma Pi Sigma (Physics)

Religious Organizations
- Baptist Collegiate Ministry
- Canterbury House
- Catholic Campus Ministry
- Chi Alpha Christian Fellowship
- Fellowship of Christian Athletes
- Intervarsity Christian Fellowship
- Jewish Student Organization
- Wesley House

Special Interest Organizations
- Asian Student Association
- Black Student Association
- Caribbean Club
- Club Bridge
- College Bowl Team
- College Democrats
- College Republicans
- Dance Team
- Green Hat Media
- H.O.L.A. (Latin American)
- Impact
- Indian Student Association
- International Student Organization
- Kaleidoscope
- MedEx
- Model Senate
- Model United Nations
- Numbered as Red (art club)
- Rotaract Club
- Stetson University Gospel Choir
- Student Alumni Association
- Student Ambassadors
- Q.E.D. Club

Service Organizations
- Circle K International
- Habitat for Humanity
- Into the Streets
- Roots and Shoots

Greek Organizations

Fraternities
- Alpha Phi Alpha
- Alpha Tau Omega
- Delta Sigma Phi
- Lambda Chi Alpha
- Phi Sigma Kappa
- Pi Kappa Phi
- Sigma Nu
- Sigma Phi Epsilon

Sororities
- Alpha Chi Omega
- Alpha Kappa Alpha
- Alpha Xi Delta
- Delta Delta Delta
- Pi Beta Phi
- Zeta Tau Alpha

Campus Life Organizations
- Alcohol Advisery Board
- Council for Student Activities (CSA)
- Family Weekend
- FOCUS
- Greenfeather
- Interfraternity Council (IFC)
- Multicultural Student Council (MSC)
- Panhellenic Council (PH)
- Student Advisery Board
- Student Government Association (SGA)
- The Reporter (Newspaper)
- Touchstone Literary Mag./ Poetry At An Uncouth Hour

ADDITIONAL STUDENT SERVICES

ARTISTS AND LECTURERS SERIES

The Artists and Lecturers Committee, composed of faculty, staff and students, brings to the campus outstanding speakers and performers in the arts, letters and sciences. The Series supplements those areas of the University curriculum that are already strong and add variety by bringing programs in those areas not represented on campus.

INTERNATIONAL PROGRAMS AND SERVICES

The Center for International Education (CIE) is located at 202 E. University Avenue (behind Health Services) and serves international and exchange students at Stetson as well as any student interested in study-abroad opportunities. The Assistant Director is responsible for immigration matters as well as assisting with cultural and academic adaptation. Information pertinent to international students can be found at www.stetson.edu/offices/international. In addition, CIE assists students to study abroad for a semester, academic year, summer, or short-term. Stetson students have a choice of pursuing courses in Spain, France, Germany, England, Mexico, Russia, and Hong Kong. Off-campus programs occur in many other countries and change yearly. Applications for study abroad may be made at the Center for International Education.

INTERCOLLEGIATE ATHLETICS

Stetson University is proud of its history and tradition in the area of intercollegiate athletics. Stetson competes on the NCAA Division I level and is a member of the Atlantic Sun Conference. Hatter athletics features 15 intercollegiate sports, including, baseball, men's and women's basketball, men's and women's crew, men's and women's cross country, men's and women's golf, men's and women's soccer, softball, men's and women's tennis and volleyball. Most programs offer scholarships as well as walk-on opportunities. Students are admitted free to any home sports event with presentation of a current Stetson ID.

Sports Equipment:
No sports equipment may be checked out of the Edmunds Center.

Sports, Intramural and Recreation Facilities

Outdoor Facilities	Edmunds Center	Mandy Stoll Tennis Ctr
1 soccer field	2 basketball courts	6 courts
2 multipurpose fields	2 volleyball courts	
4 football	3 badminton courts	
2 soccer		
2 softball	**Hollis Center:**	**Wilson Athletic Center:**
5 volleyball courts	Aerobics/Dance Studio	Sports Medicine Facility
1 multipurpose area	Gameroom	3 Weight/Fitness Room
8 tennis courts	Field House (Gym)	
2 horseshoe courts	Fitness Room	
1 tennis beat wall	Juice Bar	
6 racquetball courts	Pool	
6 basketball half courts	Locker Rooms	

The playing fields and Cummings tennis courts are open for student recreation at any time a class or a scheduled school activity is not going on in that particular area. Only rubber soled gym or tennis shoes are permitted on the tennis courts.

BOOKSTORE/CHECK CASHING

The Stetson University Bookstore, adjacent to the Carlton Union Building, is where textbooks, stationery supplies and convenience items are sold. The store also carries Stetson emblematic memorabilia and sportswear. Please check the guidelines posted in the store, referencing returns.

Bookstore Hours: Fall/Spring Semesters:
Monday-Friday.....8:00 a.m. - 4:30 p.m.*
Saturday.....10:00 a.m. - 1:00 p.m.*

*Exceptions: Open extended hours during the first few days of classes and closed on holidays.

Summer Semester:

Monday-Friday.....8:00 a.m. - 4:30 p.m.

Check cashing: Students may cash personal checks up to $50.00 per day at the checkout counter. No two-party checks accepted. There is a twenty-five cent ($0.25) check cashing fee and student ID is required.

The Bookstore accepts cash, personal checks, Visa, and Mastercard.
Give us a click @ www.bookstore.stetson.edu.

DINING SERVICE

The Dining Service is under contract with Sodexho Campus Services, Inc. Freshmen students will automatically be enrolled into the 21-meal option; sophomores have a choice of the 21-meal option or the 15-meal option; juniors and seniors have a choice of any of the (4) four meal options. (Meal options are listed below with prices per semester)

Flex dollars are spend-able dollars in the debit form that can be spent in the Commons, Hat Rack, Hollis Juice Bar, Coffee Kiosk, Catering, Athletic Concessions, and for late night pizza delivery from a national chain under contract. At the end of the fall semester all flex dollars that are left will roll over into the spring semester. At the end of the spring semester any flex left are not refundable.

Note the Last day for meal plan changes on the academic calendar, this is the last day for any changes in plan options and any additional flex dollars that will be billed to your student account. After this date no change in meal options will be accepted but you will be permitted to add flex to your meal option payable by cash, check or credit card (visa, master card).

Please carry your ID card with you at all times. Cashiers will not able to process your plan option without your card and you will have to pay cash for that meal.

Meal Options for 2004/2005 are as follows:

Prices are per semester (prices include sales tax).

21 meals plus $100.00 flex dollars	$1550.00
15 meals plus $100.00 flex dollars	$1175.00
One a day plus $100.00 flex dollars	$ 870.00
Give me Five plus $100.00 flex dollars	$ 650.00

PRINT SHOP

The Print Shop, located behind DeLand Hall is available to all Stetson students, for printing, photocopying (black/white, color) and screen-printing of T-shirts.
Documents can be printed directly to the color copier and the black/white copiers from CD's, Zip disks and 3.5 floppy disks.

Term papers, invitations, stationary, programs, brochures, resumes, spiral binding, and lamination are but a few of the items which can be done there. It is recommended to check with the Print Shop first about prices, paper, sizes, pictures, layout, and turnaround time for printing delivery. You can visit the Print Shop website at: www.stetson.edu/departments/print_shop.

Print Shop hours are from 8:00 a.m. to 4:30 p.m. (open through lunch) Monday through Friday.

POST OFFICE

Stetson's Post Office, adjacent to the Hat Rack Patio, serves both commuter and residential students. When a student is assigned a unit and combination, it becomes his/her official University address. If packages are sent to your unit, you will receive a notice and can pick it up during post office hours.

POST OFFICE HOURS:
Monday-Friday.....8:30 a.m. – 4:00 p.m.
Saturday.....No window service
Mail posted by 11:00 a.m.

Commuters, please be sure to check your mail on a regular basis. You receive University directories, function notices, campus pay checks, and other University information.

Please notify your correspondents to address your mail as follows; also use this format for your return address:

NAME
421 NORTH WOODLAND BLVD. UNIT___ ___ ___ ___*
DELAND, FL 32723

The intra-campus mail facilities are only for official University business. Solicitation by non-University organizations and individuals or by persons affiliated with the University but acting on their own behalf for personal financial gain shall not be conducted through these facilities. Mail pieces moving into the campus from the United States Postal Service shall not be governed by solicitation provisions.

STUDENT I.D. CARD

All students registered for classes are required to obtain a valid University ID card. This card will be your access to certain buildings on campus at designated times. The ID card will hold your meal option information for use in the Commons and Hat Rack and other designated areas. It will get you admission to University activities and discounts at some local merchants within the community. Your ID card is as important as your credit card or driver license so please take very good care of it. If lost or stolen report it immediately to the ID/Meal Card office located in the Commons or call 386-822-7784. Replacement for lost or forgotten cards will cost 10.00 per card payable either by cash or flex dollars. Damaged cards will be replaced at no charge when turned into the ID office.

OFFICE OF FINANCIAL AID

The Office of Financial Aid is dedicated to responding to the needs of our students, faculty, administration, alumni and community. We are committed to assisting students achieve their educational goals by providing information on the various options available to finance their education at Stetson University.

Students may qualify to receive assistance from two main programs: talent-based scholarships, which are based on a student's academic performance, as well as athletic or music ability; and need-based assistance, which is awarded on the basis of a family's resources determined by the Free Application for Federal Student Aid (FAFSA). Although there is a great variety of need-based financial assistance programs, they fall into three major categories; grant programs, student loan programs, and student employment programs. In addition, Stetson offers long-term borrowing opportunities and monthly payment plans to assist students and their families.

The State of Florida provides several forms of financial assistance for eligible state residents. State scholarship and grant programs exist for students of various academic abilities and financial need levels. These programs are coordinated by the Office of Student Financial Assistance (OSFA), Florida Department of Education.

For further information about financial assistance programs available at Stetson, please contact the Office of Financial Aid in Griffith Hall. Important information about financial aid is also located in the 2004-2005 University Bulletin.

STUDENT ACCOUNTS

Tuition and Fees

For the College of Arts and Sciences, the School of Music, and the School of Business Administration, see the Bulletin.

Meal Charges

After semester meal plans are fixed (see academic calendar for last day to change meal plan selections), students may not charge additional meal points to their student account. After that date, students may only purchase additional meal points with cash, by check, or by credit card (Visa or MasterCard).

Special Charges

New students pay an orientation fee of $50. There is a late registration fee of $25.

Student Billing

Undergraduate students taking 9 or more credit hours in the fall or spring semesters will be billed at the full-time semester rate. Students who take 8 or fewer credit hours in the fall or spring semesters will be billed per credit hour, as will graduate and post-graduate students. Tuition assessments will be based on the student's course load as of the last day of the add/drop period, excluding full withdrawals. The last day to drop a course without financial penalty is specified in the Academic Calendar. The bill must be paid in full before registration unless other arrangements have been made with the Office of Student Accounts. The University accepts cash, personal checks, Visa or Mastercard. In addition, an interest-free installment plan through Key Bank is available with automatic approval. To activate the installment plan, an application from Key Bank, including a $75 fee, must be submitted in advance of registration. Application forms are available from Admissions, Financial Planning, and the Office of Student Accounts. All accounts must be paid in full for a student to receive a diploma or request a transcript.

Student Withdrawal and Dropped Courses

Students officially withdrawing from their entire course load during the first half of a fall or spring semester will receive a prorated tuition, fees, and housing credit as follows:

* on or before the first day of classes —100 percent credit
* after the end of the first day of classes, but on or before 10 percent of the term has lapsed—90 percent credit
* after 10 percent, but on or before 25 percent of the term has elapsed — 50 percent credit
* after 25 percent, but on or before 50 percent of the term has elapsed — 25 percent credit after 50 percent of the term has elapsed — no credit

The Meal Plan will be refunded according to usage.

Important Refund Dates for fall and spring, 2004-2005

Fall Semester 2004			Spring Semester 2005		
Refund	From	To	Refund	From	To
100%	August 25		100%	January 11	
90%	August 26	September 2	90%	January 12	January 20
50%	September 3	September 20	50%	January 21	February 4
25%	September 21	October 18	25%	February 5	March 8

In the summer term, students who withdraw within the first week will receive a tuition and residence hall refund of 50 percent. After one week, no refunds will be made.

Please note that any amount credited under this section will be applied first to any unpaid charges on the student's account. Students receiving federal assistance should read Return of Federal Funds above.

No adjustments - other than those described above - are made for any fees. Any appeal regarding withdrawals or drop refunds should be directed to the Vice President for Finance.

Courses dropped on or before the last day of the add/drop period, excluding official withdrawals, are credited at 100 percent if the student is billed on a per credit hour basis.

No refund is given for courses dropped after the add/drop period. Note carefully that this schedule for financial adjustment does not coincide with the schedule for dropping of class registration for academic record purposes.

PUBLIC SAFETY AND TRAFFIC

Public Safety reports within Facilities Management and is located at 405 N. Amelia Avenue. It is open 24 hours a day and provides protection and services to the campus community. Officers are on duty 24 hours a day, seven (7) days a week, 365 days a year and aid with the enforcement of federal, state, and local statutes and University regulations. Objectives include crime prevention, safety, emergency services, and traffic and parking management.

A high priority is placed on prevention with patrols and surveillance directed toward this end. Training and information sessions are regularly offered to members of the Stetson community.

Public Safety services include:

Emergency Phones - There are twenty-five(25) emergency telephones at strategic locations throughout campus. They can be recognized by the blue light on top. To use, simply press the button and tell us your emergency. Public Safety will automatically know your location, and will dispatch appropriate assistance.

Escorts - Public Safety provides after dark escorts upon request. To receive an escort, call Ext. 7300, stop by the Public Safety office, or use one of the twenty-one emergency phones on campus.

Motorist Assistance - Public Safety officers can assist you with dead batteries. Call Ext. 7300 for help.

Lost and Found - Public Safety serves as the central Lost and Found for the campus.

Property Identification - If you have valuables you wish to identify with your driver's license or social security number, Public Safety has engravers available for you to borrow.

Vehicle Registration - All motor vehicles operated by students, faculty, and staff must be registered with Public Safety within five (5) days after being brought to campus. This includes full-time, part-time, day, evening, summer, and commuting students and full-time and part-time faculty/staff members. Failure to register a vehicle will result in a non-registration citation. Vehicles include, but are not limited to: automobiles, vans, trucks, motorcycles, and mopeds. Utility trailers and recreational vehicles are not permitted to be parked on campus at any time.

Concerning Vehicle Registration - An accumulation of four (4) traffic citations for any violation may result in the vehicle being towed at the owner's expense. Accumulations of (8) traffic citations may result in parking privileges being rescinded.

Parking - Parking is permitted in designated parking areas only.

Bicycles - All bicycles on campus must be registered with Public Safety. The registration of bicycles is required for two reasons:

1. Better control of bicycle parking and assistance in locating the owner, if possible, when specific violations require impoundment.
2. To aid in the prevention of theft and assistance in recovering the bicycle should a theft occur. When registering your bicycle, please bring the bicycle to the Public Safety office. There is no fee charged for bicycle registration.

For complete rules and regulations governing parking and traffic, please refer to A Guide to Traffic and Parking Regulations" issued with your vehicle registration.

PUBLIC SAFETY 24 HOUR TELEPHONE NUMBER
822-7300

GENERAL UNIVERSITY POLICIES

STUDENT EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act of 1974 (commonly referred to as FERPA or the Buckley Amendment) is designed to protect the confidentiality of the records that educational institutions maintain on their students and to give students access to their records to assure the accuracy of their contents. The Act affords you certain rights with respect to your education records. These rights are:

1. **Access to Education Records:** the right to inspect and review your education records within 45 days of the day the University receives a written request for access, anytime after your matriculation.
2. **Request for Amendment of Education Records:** the right to request amendment of your education records if you believe they are inaccurate or misleading.
3. **Disclosure of Education Records:** the right to consent to disclosures of personally identifiable information in your education records, except to the extent that the Act or any superseding law authorizes disclosure without your consent.
4. **Compliance:** the right to contact the Family Policy Compliance Office with a complaint concerning the University's compliance with the requirements of the Buckley Amendment. For more information, contact Dr. John Tichenor, University Registrar.

Definitions

Stetson University uses the following definitions in this policy:

Education records: any record maintained by the University, which is directly related to a student, with the following exceptions:

- Records made by University employees which are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
- Employment records unless the employment is contingent on the fact that the employee is a student;
- Records maintained by the Public Safety Office solely for law enforcement purposes.
- Records made, maintained and used by professionals or paraprofessionals (e.g., physician, psychiatrist, psychologist, or counselor) only in connection with treatment of the student, and disclosed only to individuals providing the treatment. Such health records may be reviewed by a physician or other appropriate professional of the student's choice.
- Alumni records containing information about individuals after they are no longer students at the University.

Legitimate educational interest: A school official has a legitimate educational interest when the official needs to review an education record in order to fulfill his or her responsibility on behalf of the University, such as when the official is performing a task that is specific in his or her job description or by a contract agreement or other official appointment; performing a task related to a student's education; performing a task related to the discipline of a student; or providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.

School official: a person employed by the University in an administrative, supervisory, academic, research, or support staff position, including University Security and student Health staff; individuals or entities with whom the University has contracted (e.g., an attorney or auditor, the National Student Clearinghouse); individuals serving on the Board of Trustees; and students conducting University business (e.g., serving on official committees, working for the University, or assisting another school official in performing his or her tasks).

Student: any person who attends or has attended the University

ACCESS TO EDUCATION RECORDS

You have the right to inspect and review your education records within 45 days of the day the University receives a written request for access, anytime after your matriculation. You should submit your written request, identifying as precisely as possible the record(s) you wish to review, to the University Registrar, dean or other appropriate official records custodian. The University official will make arrangements for your review of the education records, or will advise you of the correct official to whom the request should be addressed. If you wish to photocopy or otherwise reproduce all or a portion of your education records, you may do so, for those items to which you have not waived your right of access, at the cost normally charged students for use of such University equipment.

Waivers: When you wish a member of the faculty or administration to write a letter of recommendation to graduate schools or possible employers, you may be asked to sign a waiver to assure the confidentiality of the recommender's observations. If this occurs, it means only that we need to be able to say candidly what we think about your capabilities and potential. Very simply, such candor is in the long-range best interest of all Stetson students and the University.

If you use the services of our career services offices in an effort to secure employment or access to graduate school, waivers are likely to be requested regarding your transcript, your resume, letters of recommendation on file with the office(s), and any other data of natural interest to interviewers.

Waivers may be signed only for the specific purposes of application for admission, candidacy for honorary recognition (including merit-related financial aid) and application for employment. Waivers will not be required and you may be told, at your request, the names of those supplying references. You may revoke a waiver, in writing, for future actions but not for letters or recommendations already in your education records.

Records not open to student review: In accordance with federal regulations, students do not have the right to review the following records:

- The financial records of the student's parents.
- Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in the file before January 1, 1975.
- Records connected with an application to attend Stetson University if that application was denied.
- Education records containing information about more than one student, in which case the University will permit access only to that part of the record which pertains to the inquiring student.
- Those records which are excluded from the FERPA definition of education records.

Right of the University to refuse to provide copies: Stetson University reserves the right to deny copies if the transcripts or other records are not required to be made available under FERPA, if the student has an overdue financial obligation to the University, or if there is an unresolved disciplinary matter involving the student.

There is a $5 fee for each official academic transcript requested in the Office of the Registrar.

REQUEST FOR AMENDMENT OF EDUCATION RECORDS

You have the right to request amendment of your education records if you believe they are inaccurate or misleading. You should write the University official responsible for the specific record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading.

That University official will reach a decision and inform you in a reasonable amount of time after receiving the request. If your request to amend the record is denied, the University official will advise you of your right to a hearing on the requested amendment, and provide information on hearing procedures. This hearing will be conducted by a

hearing officer or committee appointed by the Vice President for Administration. The hearing will be held before an officer or committee with no direct interest in the outcome of the hearing. However, the hearing officer or committee will be appointed from within the University community (faculty and/or staff). The hearing will be held within a reasonable amount of time after the request for a hearing has been made. The hearing officer will notify you, reasonably in advance, of the date, place and time of the hearing.

You will be afforded a full and fair opportunity to present evidence relevant to the issue raised. You may be accompanied by an adviser who may be a member of the University faculty or staff. Parents and attorneys may be present if permission is given by the appointed hearing officer or committee chair. The hearing officer or committee will make a decision in writing based on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

If the hearing officer or committee supports the complaint, the education record will be amended accordingly and you will be so informed. If the hearing officer or committee decides not to amend the education record, you have the right to place in the education record a statement commenting on the challenged information and/or stating the reasons for disagreeing with the decision. This statement will be maintained as part of the education record as long as the contested portion is maintained, and whenever a copy of the education record is sent to any party, your statement will be included.

Destruction of Records: Nothing in this policy requires the continued maintenance of any student record for any particular length of time. However, if under the terms of this policy you have requested access to your education record, the record will not be destroyed before the custodian has granted you access.

DISCLOSURE OF EDUCATION RECORDS

You have the right to consent to disclosures of personally identifiable information in your education records, except to the extent that the Act or any superseding law authorizes disclosure without your consent. Other than directory information, Stetson University will disclose student education records only with the written consent of the student, except in certain situations where the University retains discretion under FERPA or is authorized under any superseding law to disclose such records without consent, including the following:

1. to school officials who have a legitimate educational interest in the records.

A school official is:

- a person employed by the University in an administrative, supervisory, academic, research, or support staff position, including University Security and Student Health staff;
- individuals or entities with whom the University has contracted (e.g., an attorney or auditor, the State Council on Higher Education, the National Student Loan Clearinghouse);
- individuals serving on the Board of Trustees; and
- students conducting University business (e.g., serving on official committees, working for the University, or assisting another school official in performing his or her tasks).

A school official has a legitimate educational interest when the official needs to review an education record in order to fulfill his or her responsibility on behalf of the University, such as when the official is

- performing a task that is specific in his or her job description or by a contract agreement or other official appointment;
- performing a task related to a student's education;
- performing a task related to the discipline of a student; or
- providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.

2. to officials of another school in which you have sought or intend to enroll.
3. to authorized officials of the following entities, in connection with federal- or state-supported education programs: the U.S. Department of Education; the U.S. Comptroller General; the U.S. Attorney General; or state and local educational authorities.
4. in connection with a student's request for or receipt of financial aid, including determining the eligibility, amount or conditions of the financial aid or enforcing the terms and conditions of the aid.
5. if required by a state law requiring disclosure that was adopted before November 19, 1974.
6. to state and local authorities to whom such information is specifically allowed to be reported or disclosed under state law in connection with the juvenile justice system.
7. to organizations conducting certain studies for educational purposes for or on behalf of the University.
8. to accrediting organizations, including individuals on visiting committees, to carry out their functions.
9. to parents who claim the student as a dependent for income tax purposes. In our judgment, the paying of tuition by a parent or other individual is sufficient indication that the student qualifies as a dependent. If your tuition is being paid by someone else, but you are not a dependent for federal income tax purposes, you should notify the University Registrar of your independent tax status, in which case education record information will be released only with your consent or upon receipt of a federal income tax return indicating your dependency status, unless otherwise authorized by law.
10. to comply with a judicial order or a lawfully issued subpoena, provided the University makes a reasonable attempt to notify you in advance of compliance (except in certain cases involving grand jury subpoenas) or, when the University is involved in a legal action with a parent or student, where disclosure is to the court, without a court order or subpoena, and is relevant for the University to proceed as plaintiff or to defend itself.
11. to appropriate parties in a health or safety emergency.
12. (A) to an alleged victim of any crime of violence or non-forcible sexual offense (as defined by FERPA regulations at 34 CFR 99.39), the final results of any University disciplinary proceeding with respect to the crime or offense, regardless of whether the University concluded a violation was committed.

    (B) otherwise in connection with a disciplinary proceeding for a crime of violence or non-forcible sexual offense (as defined above), the University retains the discretion to disclose the final results of the disciplinary proceeding only if the University determines that the alleged student perpetrator has committed a violation of University rules/policies with respect to the crime or offense. The name of any other student, victim or witness, may not be disclosed without that other student's consent. Disclosure to any individual other than the alleged victim applies only to disciplinary proceedings in which the final results were reached on or after October 7, 1998.

    - For purposes of both subsections (a) and (b), "final results" must include only the name of the alleged perpetrator student, the violation committed (rules violated and essential supporting findings), and the sanction imposed (disciplinary action taken, date, and duration).
13. to comply with a court order obtained under the USA PATRIOT Act of 2001 for education records considered relevant to a terrorism investigation or prosecution, without advance notice to the student.
14. to disclose to a student's parent information regarding any violation of law or of University rule or policy as to alcohol or controlled substances use or possession, if the student is under age 21 at the time of the disclosure and the University determines that such alcohol/drug use or possession constitutes a disciplinary violation.
15. to disclose information provided to the University under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. 14071) concerning registered sex offenders who are required to register under that section.
16. to the U.S. Citizenship and Immigration Services (USCIS) / Department of

Homeland Security (DHS) concerning an F, J, or M nonimmigrant alien, only to the extent necessary for the University to comply with Student and Exchange Visitor Program (SEVP) reporting requirements, as mandated by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, the USA PATRIOT Act, the Enhanced Border Security and Visa Entry Reform Act of 2002, and the regulation at 8 CFR 214.1(h). Consent is not necessary for the University to disclose required information to USCIS or DHS in compliance with SEVP reporting obligations.

Consent for the disclosure of a student's education records (in situations other than those described above) must be in writing, signed and dated by the student. The statement of consent must specify the records to be released, the reasons for such release, and to whom the records are to be disclosed.

Record of disclosures: Except where not required under FERPA regulations (34 CFR 99.33) (e.g. disclosures to parents, disclosures of directory information, disclosures pursuant to court order under the USA PATRIOT Act), the University will inform all third parties (anyone outside the University) to whom personal information from a student's education record is released that no further release of such information is authorized without written consent of the student. The University will maintain a record of third parties who have requested or obtained access to a student's education records (not including parties seeking directory information, parties having student consent, parents, circumstances involving certain grand jury subpoenas, and disclosures pursuant to court order under the USA PATRIOT Act), indicating the legitimate interest that each such person or entity has in obtaining this information. This record of disclosure, to be kept with the student's educational record, is available only to the student and the custodian(s) of the record.

Directory Information: Stetson University designates the following categories of student information as public or "Directory Information." Stetson may disclose such information at its discretion.

Name
Current enrollment
Local address/Campus Box
Permanent mailing address
Local telephone number
Campus e-mail address
Date and place of birth
Dates of attendance
Class standing (e.g. sophomore)
Schedule of classes
Previous institution(s) attended
Major field(s) of study
Awards and honors (e.g. Honor Roll, Dean's List)
Degree(s) conferred (including dates)
Full-time or part-time status
Photographic or videotaped image
Past and present participation in officially recognized sports and activities, including fraternities and sororities, and physical factors of athletes (e.g. height, weight).

(Examples of information which are NOT directory information and which are thus not releasable without advanced student permission include race, religion, and parent names.)

Currently enrolled students may withhold disclosure of directory information. To withhold disclosure, written notification must be received on an annual basis (usually at matriculation) by the University Registrar's Office at: Stetson University, DeLand, Florida 32723. Directory information will then be withheld until the student releases the hold on disclosure or until the end of the current academic year, whichever comes first.

The University will honor a request to withhold directory information. Students should understand that, by withholding directory information, some information considered important to students may not reach them.

COMPLIANCE

You are encouraged to contact the University Registrar with any questions about your rights under FERPA. Under FERPA, you have the right to contact the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605, e-mail address ferpa@ed.gov, with a complaint about the University's compliance with FERPA. The complete regulations and full definitions of terminology are at http://www.ed.gov/offices/OM/fpco/ferparegs.html or http://www.ed.gov/offices/OII/fpco/pdf/ferparegs.pdf

UNIVERSITY HOUSING POLICY

All Freshmen and Sophomore students are required to live in on-campus housing for the full academic year (Fall and Spring semesters). This requirement applies to students who have earned less than 60 credit hours, are under 21 years of age, are not married and do not reside with immediate family. Students who do not adhere to this policy will receive a reduction in their Stetson-controlled grant/scholarship funds.

Juniors and Seniors, while not required to live in on-campus housing, may also receive a reduction in their Stetson-controlled grant/scholarship funds if they choose to live off campus. The first $1,000 of Stetson-controlled money will be protected. For Freshmen, Sophomore, and Junior students, the reduction may be as much as $2,500. Students who have achieved senior status (earned a minimum of 90 credit hours by the start of the Fall semester) may receive a reduction not to exceed $1,500. Exceptions to this penalty include students who are age 24 or older, married, receiving Faculty/Staff benefits, or residing with immediate family. Students participating in a required university-approved off-campus internship will also be exempt from this policy.

STETSON UNIVERSITY ALCOHOL POLICY

Stetson University is an educational institution dedicated to a strong academic program and to providing a caring community. The University strives to help its students become self-directed, responsible citizens. Thus, the University's alcohol policy is to assist in creating a campus environment where students have the opportunity to learn how to deal responsibly, both individually and socially, with alcoholic beverages.

Stetson University neither encourages nor condones the consumption of alcoholic beverages. Thus, members of the Stetson University community who are of legal drinking age and who choose to consume alcoholic beverages are expected to do so responsibly and in consideration of the consequences to self, others, and the community-at-large. The University recognizes, however, that many undergraduate students are below the legal drinking age and that there are serious health risks and behavioral problems associated with abuse of alcohol in the collegiate environment. Therefore, all members of the campus community are expected to recognize the potential for alcohol abuse and that such abuse is absolutely at variance with the mission of the University. The University has established educational programs and resources to complement the policies and guidelines related to the consumption of alcohol on campus. Persons who infringe upon the rights of others or who conduct themselves in an inappropriate manner which is caused by, or can be shown to be related to the consumption of alcohol, shall be held accountable for their actions, and subject to disciplinary and/or criminal action.

The regulations and practices governing the use of alcoholic beverages apply to all members of the Stetson University community. The primary responsibility for knowing and abiding by the provisions of the University's alcoholic beverage policy rests with each individual.

I. Legal Requirements Concerning the Use of Alcohol

Members of the Stetson University community are subject to the alcoholic beverage laws of the State of Florida and the City of DeLand, County of Volusia. Public intoxication (appearing in a public place under the influence of alcohol or any other substance to the degree that he/she may endanger her/himself or others) is prohibited.

A. Drinking Age Laws

1. **Statute 562.11 (1a & 2) - Selling, giving, or serving alcoholic beverages to persons under age 21; misrepresenting or misstating age or age of another to induce licensee to serve alcoholic beverages to persons under 21; penalties.**

It is unlawful for any person to sell, give, serve, or permit to be served alcoholic beverages to a person under 21 years of age or to permit a person under 21 years of age to consume said beverages on licensed premises. Anyone convicted of a violation of the provisions is guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082, or s .775.083. It is unlawful for any person to misrepresent or misstate his or her age or the age of any other person for the purpose of inducing any licensee or his agents or employees to sell, give, serve, or deliver any alcoholic beverages to a person under 21 years of age.

2. **Statute 562.111 - Possession of alcoholic beverages by persons under age 21.**

It is unlawful for any person under the age of 21 years to have in his or her possession alcoholic beverages. Convicted violators are guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.

3. **Statute 768.125 - Liability for injury or damage resulting from intoxication.**

A person who sells or furnishes alcoholic beverages to a person of lawful drinking age shall not thereby become liable for injury or damage caused by or resulting from the intoxication of such person, except that a person who willfully and unlawfully sells or furnishes alcoholic beverages to a person who is not of lawful drinking age or who knowingly serves a person habitually addicted to the use of any or all alcoholic beverages may become liable for injury or damage caused by or resulting from the intoxication of such minor or person.

B. Open Container Laws

1. **City Ordinance Sec. 3-15(c). Package store sales and congregation on premises by consumers.**

It shall be unlawful for any person to consume and for any person to carry in any cup, can or any other open or unsealed container any alcoholic beverage on the streets, sidewalks, parks, and alleys within the city. The city manager, upon specific written request, may designate specific areas of city parks, times and dates where alcoholic beverages may be consumed.

2. **City Ordinance Sec. 3-16 (1)&(3). Open containers in motor vehicles.**

It is the policy of the City of DeLand that the consumption of alcoholic beverages while driving or riding in a motor vehicle is prohibited. No person shall drink from or have in his/her possession any open container containing any alcoholic beverage or any mixture containing an alcoholic beverage while in or on a motor vehicle, whether moving or stopped upon any highway. Violators of these city ordinances may be subject to fine, imprisonment or both.

II. University Policy

A. Stetson University prohibits the unlawful possession, use, or distribution of alcoholic beverages by students or employees on its campus.

B. Stetson University permits persons of legal drinking age or older to possess and consume alcoholic beverages on its campus subject to all federal, state and local laws and subject to the guidelines for alcohol use which have been established by the University.

C. No alcoholic beverages shall be sold on the Stetson University DeLand campus.

D. No University group, program, or organization shall accept sponsorship or endorsement for an event or program from a company that identifies itself as a manufacturer or distributor of alcoholic beverages. University sponsored publications that accept advertising from business entities that sell alcoholic

beverages (e.g., restaurants, supermarkets, etc.) shall ensure that such advertising does not refer, either through generic description or product trade names, to such beverages.

E. The possession and consumption of alcoholic beverages shall be permitted in the following areas under the applicable guidelines referred to in Section H below:
   1. Private rooms of students of legal drinking age residing in University residential facilities where alcohol consumption is approved.
   2. Those approved common chapter areas of Greek houses under the applicable guidelines established by the University.
   3. Those areas of the campus that are designated for registered social functions approved by the Vice President for Administration.
   4. Alcoholic beverages shall not be possessed or consumed in any outdoor area of the campus nor in any classroom, laboratory, or office.

F. Stetson University considers students to be adults who are personally responsible for conforming their behavior to state and local laws and to the University's alcohol policy and guidelines. The University respects students' privacy and autonomy, assumes that students will behave legally and responsibly, and will not use inappropriate means to verify compliance with the University's alcohol policy.

G. When the University learns of violations of law or policy on this campus, specified sanctions will be imposed and recurring violations will be treated with appropriate seriousness.

H. The University designates certain residential areas as alcohol-free and in those areas no alcohol possession or consumption is permitted.

I. The University's Alcohol Policy Guidelines, including Residential Facilities Guidelines and Registered Student Social Functions Guidelines, shall govern the specific implementation of this policy. The Guidelines specify disciplinary action for violations of the alcohol policy and sanctions may include suspension or expulsion from the University.

III. Policy Guidelines

In addition to the general policy statements above, the following guidelines/regulations must be observed:

A. **Residential Facilities Guidelines**

Students of legal drinking age or older who choose to consume alcoholic beverages are expected to maintain conduct that will not interfere with others' rights to privacy, sleep and study within their rooms. Students will also be expected to maintain and abide by all other rights and responsibilities outlined in the Student Code of Conduct. Alcoholic beverages permitted shall be limited to beer, wine and wine coolers; other alcoholic beverages are prohibited. The University will designate certain residential areas as substance-free housing. The following guidelines must be observed in all residential facilities, other than those designated as substance-free:

1. **Beer,** wine and wine coolers may be possessed and consumed, but not sold, in the privacy of student rooms by those residents and their invited guests who are of legal drinking age. No alcohol is permitted in student rooms where both residents are under the legal drinking age. In a roommate pair situation, in which one is of legal age and one is not, the roommate of legal age may be held responsible for any possession and consumption of alcohol within that room.
2. **Being** present in a room where alcohol exists or is being served may be considered a violation of the University's alcohol policy as it pertains to students under the age of 21. Anyone present in a room where a violation of the alcohol policy is taking place may be found responsible for the violation whether or not they are consuming or in possession of an alcoholic beverage.
3. **Possession** and/or consumption of beer, wine or wine coolers are not permitted in any public areas such as: hallways, balconies, lounges, stairwells,

courtyards, community bathrooms or parking lots. All alcohol that is transported through public areas on campus shall be un-opened.

4. Occupancy permitted in a student's room in which alcohol is being consumed shall not exceed eight persons. The door to that room shall be closed at all times during which alcohol is being consumed.
5. The amount of beer, wine and wine coolers permitted in a room shall not exceed twenty-four beverages consisting of any combination of 12-ounce beers, 12-ounce wine coolers and 6-8 ounce bottles of wine.
6. Oversized containers of alcohol are prohibited. Examples include, but are not limited to, kegs, beer balls, etc.
7. Residents are responsible for the actions, conduct and compliance with the policy of the University of their guests at all times.
8. Students shall present a valid Stetson I.D. and a valid drivers license or passport showing date of birth upon request to University officials. Invited guests of students shall also present a valid driver's license or passport showing date of birth upon request of University officials.
9. Games, contests and other activities or paraphernalia designed to encourage rapid and excessive consumption of alcoholic beverages are not permitted.
10. Violations of the alcohol policy shall be handled in accordance with the University judicial process as outlined in the Student Code of Conduct in The Connections Handbook. Alcohol use does not excuse any violations of the Student Code of Conduct.

B. Registered Student Social Functions Guidelines

Only recognized student organizations may sponsor on-campus Socials involving alcohol. All on-campus Socials must be registered with, and approved by, the Department of Student Activities. Students and their invited guests who are of legal drinking age or older may consume alcoholic beverages at registered Socials. Alcoholic beverages permitted shall be limited to beer, wine and wine coolers; other alcoholic beverages are prohibited. Sponsoring organizations have the responsibility to inform their members and guests of state law, local ordinances and all University regulations. Socials including alcohol are prohibited Sunday through Thursdays and during the final two weeks of each academic semester. The following guidelines must be observed:

1. Prior to an organization applying to sponsor a registered Social function where beer, wine or wine coolers may be present, it shall be required that 80% of the membership participate in an alcohol education workshop.
2. All campus Socials are private events and attendance shall be limited to members of the Stetson community and invited guests, unless made more restrictive by the Social sponsor. Each member of the sponsoring organization(s) is limited to one guest not affiliated with the University.
3. Registration forms for Socials involving alcohol must be submitted to the Department of Student Activities by 1:00 p.m. the Friday week preceding the date of the event. All registration forms must be approved by the Director of Student Activities or his/her designee. Registration for Socials shall include completion of the Social Registration Form, which includes provision of a completed guest list. Guest lists (typed, alphabetized and numbered), as well as monitor and server duty schedules, must be turned in no later than 12:00 noon on the Tuesday prior to the event. Guest lists cannot exceed the fire code limitations for the facility in which the event is to take place. The required punch cards and wristbands will be provided by the Department of Student Activities at the expense of the sponsoring organization(s).
4. All Socials where beer, wine or wine coolers are permitted, will be "bring your own beverage"(BYOB). Those of legal drinking age may bring beer, wine or wine coolers but shall not exceed six 12-ounce beers or four 12-ounce wine coolers or four 6 to 8-ounce bottles of wine per person. Upon entrance to the Social, students must leave all alcohol at the designated serving area.

5. Sponsoring organizations shall designate one secure area with receptacles to hold the beer, wine or wine coolers brought to a Social. The common receptacles shall be the only source for beverages (both alcoholic and non-alcoholic) available for consumption at a Social.
6. Sponsoring organizations shall provide non-alcoholic beverages and food, which are easily accessible. Non-alcoholic beverages shall be in prepackaged, single-serving non-glass containers. The amount of non-alcoholic beverages available should exceed the number of people invited to (as per the guest list) the event.
7. Sponsoring organizations shall post at least two signs announcing the state law relating to alcohol use, possession and consumption. Signs shall be provided to the sponsoring organization by the Department of Student Activities. Signs shall be posted at the entrance and the designated serving area. Both signs shall be prominently visible. A schedule of the names and duty times of the monitors and servers shall also be posted at the Social.
8. During Socials in a Greek House, alcohol consumption shall be restricted to the designated Social area and NO alcohol can be consumed in individual member's private residence rooms nor shall guests be allowed in private residential areas during Socials.
9. At least two members of the sponsoring organization shall act as Monitors (as indicated on the Social Registration Form). All social functions are required to have at least one Public Safety Officer acquired through the University Public Safety Department. Sponsoring organizations will be responsible for the cost of the Public Safety Officer. More than 2 Monitors may be required as determined by the characteristics of the particular facility being used. At least one Monitor will be of legal drinking age. Monitors shall be responsible for management of the Social and enforcement of University policies. The Monitors or any Public Safety Officer shall have the right to deny access to the Social to anyone they determine is impaired by alcohol or other drugs. Monitors shall not be impaired by alcohol or other drugs nor shall they consume alcoholic beverages while on duty. Monitors must have undergone an alcohol education workshop designed for monitors.
10. Should the location have more than one exit, the sponsoring organization(s) shall provide one Monitor per exit. Everyone shall enter through the designated main entrance. If a Social is sponsored by two or more organizations, each organization shall be responsible for having a Monitor at the main entrance (in addition to any other Monitors required).
11. Upon entering the Social, members and guests shall present to the Monitor his/her valid Stetson ID and a valid driver's license or passport, showing date of birth. Monitors shall verify the age of everyone entering a Social and have them sign next to their name on the guest log.
12. A wristband shall be affixed by the Monitor to the wrist of any person verified to be 21 or older. Only individuals wearing the designated wristbands shall be permitted to consume alcoholic beverages. Individuals entering the Social with beer, wine or wine coolers will be issued a punch card indicating the name of the individual, the type and amount of alcohol, the date of the event, and the name/theme of the event.
13. At least two members of the sponsoring organization shall act as servers who shall control access to all beverages. Servers must be of legal drinking age who are members of the organization and have undergone an alcohol education workshop designed for servers. Servers shall not be impaired by alcohol or other drugs nor shall they consume alcoholic beverages while on duty. The names and schedule of servers shall be posted at the designated serving area.
14. Servers shall ensure that only guests who are of legal drinking age, as evidenced by a wristband and possession of a punch card, shall receive alcohol from the designated serving area. The punch card shall be marked appropriately by the server when dispensing the alcohol. When leaving a Social, the punch card must be returned to the Monitor at the entrance door.

15. Only one beer or wine or wine cooler may be served at a time. Servers must not serve alcoholic beverages to anyone they determine is impaired by alcohol or other drugs.
16. The serving of alcoholic beverages shall be discontinued 45 minutes prior to the scheduled end of the Social. Non-alcoholic beverages and food must continue to be made available during this time period.
17. Alcohol may be returned to its owner, unless that person is determined to be impaired by alcohol or other drugs. Leftover alcohol must be discarded by the server in the presence of the Public Safety Officer at the end of the Social.
18. The amount of alcohol disposed of shall be noted on the Post Party Check -Sheet, which must be submitted, along with the guest log, punch cards, as well as any extra wristbands, by 9:00 a.m. the next business day to the Department of Student Activities office.
19. Games, contests and other activities or paraphernalia designed to encourage rapid and excessive consumption of alcoholic beverages are not permitted.

IV. Alcohol Sponsorship And Advertising

No University group, program, or organization shall accept sponsorship or endorsement for an event or program from a company that identifies itself as a manufacturer or distributor of alcoholic beverages. University sponsored publications that accept advertising from business entities that sell alcoholic beverages (e.g., restaurants, supermarkets, etc.) shall ensure that such advertising does not refer, either through generic description or product trade names, to such beverages.

V. Judicial Action

The Stetson judicial process is based in the philosophy that judicial matters should be primarily educational in nature. As such, various developmental sanctions are utilized. Yet as in society in general, individuals need to learn from their mistakes. This learning process includes the use of punitive sanctions to complement the educational sanctions imposed upon an individual who chooses to violate University policies. The University has established a guideline for the use of progressive sanctions when dealing with violations of the Alcohol Policy. These sanctions are utilized as a guideline when determining an appropriate response to an incident involving alcohol. Different circumstances could warrant different responses to the behavior. As such, the judicial process allows the University the latitude to impose alternative sanctions should the situation require it.

The following is a model for sanctioning under the University Alcohol Policy. University judicial policies will use this model as a guide in making judicial decisions. Imposition of specific sanctions is at the discretion of the judicial body. Sanctions shall be commensurate with the violation and any aggravating and mitigating circumstances.

Individuals:

An individual reported to be in violation of the alcohol policy will be required to participate in a judicial conference to discuss the effects of that behavior on both himself/herself and on other members of the community. Based on previous disciplinary history, minimal sanctions may include but are not limited to:

Warning: A written notice that the student's behavior violated University regulations.

Reprimand: A letter of disapproval for violation of University regulations that reflects unfavorably on the student or University.

Disciplinary Probation: An encumbrance on the student's good standing at the University. Any subsequent violation of University regulations during probation period may result in separation from the University. A fixed term of probation not less than one semester in length may be specified. If no additional violations of University regulations occur, the student is returned to

good standing at the conclusion of the probationary period. The student may be placed on probation for a period of one (1) semester to indefinitely. A student on disciplinary probation is deemed "not in good standing" for a period of time with the University and normally the student will:

1. Forfeit the privilege to represent the University in any intercollegiate event competition, or other manner;
2. Forfeit the privilege of holding an office in any student organization recognized by the University or of any elected or appointed student office or University Community agreement.

Sanctions can include but are not limited to:

a. Attending the Decision and Choices Workshop;
b. Attending the Level II Workshop;
c. Completing Community Service hours;
d. Undergoing substance abuse assessment (any of the above violations might require the individual to participate in a substance abuse assessment by a qualified agency);
e. Other sanctions which may be assigned by the Dean of Students or his/her designee as deemed necessary.

For Organizations:

Organizations sponsoring socials are responsible for abiding by and enforcing the guidelines outlined in the Alcohol Policy. The president of each organization shall sign a statement for the Department of Student Activities indicating that he/she has thoroughly explained the policy to members of his/her organization. The minimal sanctions for violations of the policy include:

First Violation: Loss of social privileges for up to six school weeks, mandatory participation in an alcohol education program for both the membership and the leadership, a fine of no more than two hundred ($200) dollars or less, notification to an organization's national office (if applicable), the notification to the organization's faculty and/or alumni adviser, and the possible loss of eligibility for student organization funding.

Second Violation: Loss of social privileges for no fewer than six school weeks and not more than twenty school weeks, mandatory participation in an alcohol education program for both the leadership and general membership of the organization, a fine between $200 and $500, and the possible loss of eligibility for student organization funding.

Third Violation: Loss of social privileges for no less than twenty school weeks and no more than one calendar year, mandatory participation in an alcohol education program for both the leadership and general membership of the organization, recommendation to the Office of Student Activities for the review of the organization's recognition status, a fine between $200 and $500, and the possible loss of eligibility for student organization funding.

ILLICIT DRUGS

Stetson University has a long-standing policy which prohibits possession, use or distribution of illicit drugs by students and employees on the campus.

Disciplinary proceedings against a student who violates the University policy on illicit drugs will be initiated in accordance with judicial proceedings as outlined in the Student Code of Conduct. When it has been determined that a student has violated this policy, a University judicial body may impose sanctions ranging from written warnings to expulsion from enrollment. Offenses may also be the subject of legal action by civil authorities.

In all cases, the University strives to educate students to the potential harmful effects of substance abuse and to counsel students who seek assistance for substance abuse impairment.

POLICY ON HAZING

Stetson University believes that involvement in student organizations greatly enhances the development of college students. An organization's member educational program, if developed and conducted in an atmosphere of mutual respect with social and moral responsibility, can contribute much to the student's total education. In keeping with this principle, and in view of the possibility of abuses by student organizations at Stetson and university campuses throughout the country, Stetson University has defined hazing as "any action taken or situation created intentionally, on or off the University campus, by students or off-campus individuals to produce physical discomfort, embarrassment, harassment, or ridicule." Any student or student organization that is found in violation of this policy will be subject to a review of its continued status within the University by the Vice President for Administration at which time appropriate action of the most serious kind will be taken.

SMOKING

Medical evidence clearly shows that smoking is harmful to the health of smokers. Smoke from cigarettes, cigars, and pipes is also an irritant to many nonsmokers and can worsen allergic conditions. In sufficient concentrations secondhand smoke may be harmful to those with chronic heart or lung disease. New research indicates that long-term exposure to secondhand smoke may seriously threaten the health of nonsmokers. In an effort to consider the needs and concerns of smokers and nonsmokers alike and to provide a healthful working environment for every Stetson University student and employee, the following University smoking policy is in effect. All university students, employees and visitors are expected to comply with the smoking regulations detailed in this policy.

Smoking Prohibited Areas

- Any area in which a fire or safety hazard exists.
- Common areas, including elevators, hallways, stairwells, lobbies, waiting rooms, copier rooms, mail rooms, auditoriums, reception areas, student service areas, employee lounges, and restrooms.
- Classrooms and conference rooms (a short smoking break may be provided during meetings lasting longer than one hour if requested).
- General open or public office areas.
- Computer and storage areas.
- All other locations not specifically discussed in the section below entitled "Other Areas."
- Residence Halls.

Other Areas

- Private offices may be designated "smoking permitted" or "no smoking" by the occupant. However, the occupant should refrain from smoking when a nonsmoking student, employee or visitor is present.
- In areas where smokers and nonsmokers work together, supervisors should make a reasonable effort to separate smokers from nonsmokers. In doing so, supervisors should take into consideration airflow, ventilation, existing physical barriers that might be of help, and individual sensitivities of nonsmokers.
- Students and/or employees will refrain from smoking when in University vehicles with non-smokers

SOLICITATION POLICY

In the interest of maintaining an environment which is consistent with the mission of Stetson University, a "Solicitation, Publicity, and Posting" Policy has been adopted to establish a reasonable time, place, and manner for campus solicitation. Solicitation is defined as any promotion, advertisement or sale of product or services, by non-University individuals, and by those University faculty, staff and students who are acting on their own behalf for personal gain. Solicitation also includes any form of fundraising.

Forms of solicitation covered by this policy include but are not limited to the following:

* posting of flyers, signs, or other forms of advertisement
* door-to-door sales (specifically prohibited)
* staffed displays, sign-ups, or booths
* fundraisers or charity drives.

All solicitations must be approved by the University through the Student Activities Department.

Non-University Individuals/Organizations.

Non-University individuals/organizations and those persons affiliated with the University but acting on their own behalf or on behalf of a non-university organization desiring to conduct solicitation on the Stetson campus must request permission. Non-University individuals/organizations must be sponsored by a University student organization, department, program, or committee. Information regarding organizations which may sponsor non-University solicitors is available from the Department of Student Activities.

The University reserves the right to require appropriate credit reference from non-University individuals and organizations. Further, the University reserves the right to withhold permission to solicit or to limit the scope or type of solicitation.

University Student Organizations

Student organizations desiring to conduct or sponsor solicitation on campus must follow the solicitation request/registration procedure outlined in this handbook. The solicitation request and registration procedure must be properly completed by the student organization and approved by the appropriate University office prior to solicitation.

Solicitation Request and Registration Procedure

1. Request for approval to conduct solicitation must be made using the Solicitation Request/Registration Form available in the Department of Student Activities in the Hollis Center.
    * Requests to conduct solicitation in academic or administrative facilities shall be submitted to the Vice President of Finance in Elizabeth Hall, Room 103.
    * Requests to conduct solicitation in campus residential facilities, Carlton Union Building (CUB) and the Hollis Center shall be submitted to the Department of Student Activities at least seven (7) business days before the solicitation is scheduled to begin.
2. Upon approval of the request, a written permit will be issued indicating:
    * The name of the sponsoring organization, department or academic unit as well as the sponsoring non-University group or individual (if any).
    * The designated area(s) and time(s) in which solicitation is allowed to occur.
    * The product or service to be sold or advertised.
    * The purpose for the solicitation activity.
3. The permit must be available for inspection by University officials at all times during the solicitation. A representative of the sponsoring student organization, academic department or programs must be present at all times during the solicitation.
4. Any student organization, academic program or department sponsoring solicitation shall be responsible for ensuring that the non-University group or individual is informed and in compliance with University policies and guidelines at all times.

PUBLICITY AND POSTING POLICY

In the interest of maintaining an environment that is consistent with the mission of the University, the University reserves the right to determine appropriate location and manner of all display materials including goods, posters, banners, backdrops, etc. The University has designated suitable areas in most buildings for the purpose of providing a place for groups and organizations to post respective notices. The purpose of this set of procedures is to outline guidelines for the general posting and distribution of publicity material(s) as

well as guidelines for the use of designated places on campus for the posting of said material(s).

Announcements of general information to the student body of the University by recognized student organizations, University departments, programs or committees are the type of material(s) permitted. All other types of announcements will be removed. All display materials must be maintained in the designated display areas.

Guidelines for Recognized Student Organizations

Publicity materials for campus events should not be posted or distributed until approval has been completed (see below for approval procedures). All announcements must indicate the name of the University student organization, which is sponsoring the event.

Publicity material(s) must be posted on bulletin boards or other approved areas designated in this policy. Under no circumstances shall any publicity material be placed, written, or painted upon any surface (interior or exterior) including, but not limited to, building columns, trees or shrubs, poles, signs, doors, windows, walls, sidewalks or other campus structures.

Efforts must be made to avoid litter. Distribution by means of accosting individuals, hawking or shouting is strictly prohibited.

All publicity material(s) of student organizations not covered by the specific guidelines set forth in this policy must be approved by the Department of Student Activities at least two (2) weeks prior to beginning advertising for the event.

Violations of this policy constitute violations of University policy and will be addressed through appropriate disciplinary channels.

Procedures

Materials distributed on campus by recognized student organizations must be approved by the Department of Student Activities. At least one item within a set of posted materials will be kept on file in the Department of Student Activities. Materials may be presented for approval for posting 9:00 a.m.-4:00 p.m., Monday-Friday, at the Department of Student Activities in the Hollis Center.

Printed literature (flyers or posters) other than banners will be limited to a maximum dimension of (20"x25") unless otherwise authorized by the Department of Student Activities.

All material will be assigned an expiration date. All posted literature is to be removed by the sponsor within 24 hours of the approved expiration. Materials not removed will become Stetson University property. Groups or individuals violating this policy may be charged the cost associated with removal of the publicity or any damage the publicity may have caused.

The following restrictions apply to the use of banners as publicity:

> **ALL** banners must be approved by the Department of Student Activities in the Hollis Center and may be posted only in approved locations. Approved locations include the Commons, the front of the CUB, and on the library wall. Some locations may be limited and may have additional restrictions. Banners must boldly display the name of the sponsoring student organization.
>
> Additionally, banners posted in the Commons must be: 1) limited to three (3) feet x six (6) feet; and 2) posted for no more than seven (7) consecutive days.

Chalking of sidewalks is permitted only by recognized University organizations receiving prior approval from the Department of Student Activities 72 hours prior to proposed action. Chalking may only take place in limited areas of the campus specified by the Department of Student Activities. Chalking request forms are available in the Hollis Center. Handouts may be distributed at meetings and events when the materials are those of the sponsoring organization. No person-to-person distribution of handouts in public places is allowed. Door-to-door solicitation is also prohibited. The intra-campus mail facilities are only for official University business. Solicitations by Stetson

University organizations and individuals shall not be conducted through these facilities. Mail pieces moving into the campus from the United States Postal Service shall not be governed by these provisions. Non-University organizations or businesses are encouraged to solicit through "The Reporter" or through the mail moving into the campus from the United States Postal Service. The University reserves the right to remove materials that are improperly posted or circulated. Noncompliance with these procedures will be referred to the Director of Student Activities (or designee), and individuals and/or groups who violate these procedures may be subject to University disciplinary action.

Designated Locations For Posting

Carlton Union Building

Up to ten posters per event may be posted in the Carlton Union Building at any given time by any single student organization. Posting may only occur on designated bulletin boards located in and around the Union Building. No posting is allowed on bare walls, columns, windows, doors, etc.

On-Campus Residential Facilities

All publicity material must be posted in the designated areas of each Residence Hall building. All publicity material(s) intended for residential facilities may be subject to approval by the Department of Residential Life. No posting is allowed on bare walls, windows, doors, etc.

Academic Buildings

All publicity must be posted in the designated areas of academic buildings. All publicity material(s) intended for academic buildings may be subject to approval by the appropriate academic dean. No posting is allowed on bare walls, windows, doors, etc.

SEXUAL ASSAULT

Stetson University is committed to providing an educational atmosphere in which students can achieve their goals and maximum potential. When students experience sexual assault, their sense of safety and trust are violated which can seriously interfere with their lives and educational goals. Sexual assault is a serious, violent crime, which is a flagrant violation of the University's standard of conduct. The University does not tolerate sexual assault, including acquaintance rape, in any form.

Sexual assault (rape) is non-consensual sexual intercourse involving force, manipulation or coercion. It is an act of aggression, violence, and power, and is a felony crime. The assailant can be a stranger, relative, acquaintance, or date. Although usually a crime committed against women, rape can also happen to men.

Examples of sexual assault include, but are not limited to:

- having sexual intercourse with an unwilling person or using threats or physical force to obtain sexual favors; or
- having sexual intercourse with a person who is physically unconscious or asleep; or
- participating in a sex act with someone so under the influence of drugs or alcohol that they are unable to voluntarily consent to the activity.

Use of alcohol or drugs does not diminish the violation.

This policy also covers any other sex-related assault or offense including any form of sexual battery under the criminal statutes of the State of Florida.

Stetson University will pursue disciplinary action when there is reasonable cause to believe the University's regulations against sexual assault have been violated. Further, the University will give timely notification to the university community of a reported incidence of sexual assault. Other related behavior not specifically defined as sexual assault may also result in disciplinary action. Refer to Article II of the Student Code of Conduct for a general listing of prohibited conduct.

Reporting Procedures

The University encourages victim survivors (survivor) to report an attempted or completed sexual assault to the Department of Public Safety (from campus, dial ext. 7300). It is always the survivor's choice whether or not to report a sexual assault, but reporting an assault (or attempted assault) is extremely important for protection of the survivor and the community. Reporting an assault does not mean that the survivor must press criminal charges. However, it begins the process if the survivor decides to press charges later and ensures that the survivor receives counseling and guidance.

Others on campus to whom a survivor of sexual assault may go for assistance include the professional staff of the Counseling Center or Student Health Service and other Campus Life staff members. Once the Department of Public Safety or a Campus Life staff member learns of a sexual assault, these offices will cooperate to provide the survivor with counseling and guidance.

In reporting a sexual assault, **the student survivor controls the process.** The University will: (1) encourage the survivor to receive crisis counseling and medical attention through the Rape Crisis Center; (2) encourage the survivor to report the incident to the local police and/or the Rape Victim Advocate in the State Attorney's Office; and (3) assist the survivor in receiving counseling and guidance through the Counseling Center.

The Department of Public Safety will, if requested, assist the survivor in notifying local police. If the survivor chooses not to report the incident to local law enforcement, the University must report the incident to the Rape Victim Advocate's Office in keeping with Federal legislation. The survivor will give the University the choice of providing his/her name to the Rape Victim Advocate's office. The University will not provide the survivor's name without the survivor's permission. The Victim Advocate can explain the system and give needed support so that the survivor is comfortable with whatever decision is ultimately reached.

Three important factors for the survivor to remember include: (1) it is critical for a police agency to be informed as soon as possible after the incident so that appropriate steps, such as gathering crucial evidence and information to prove criminal sexual assault, can be taken; (2) Florida State Law prohibits the publishing or broadcasting of information that would identify the victim (survivor) of a sexual offense; and (3) the survivor can decide at any point not to press criminal charges, even if already filed.

University Disciplinary Action

Survivors have an option to request that the University initiate a University disciplinary proceeding against a student assailant. Although University disciplinary proceedings do not require that a police report be filed, doing so enables the survivor to consider the full range of responses. The University judicial process administered under the Dean of Students shall take precedent over any other University committee process when incidents of sexual assault or sexual harassment are reported to the University.

Specific details concerning the disciplinary process are outlined in Article III: Judicial Policies of the Student Code of Conduct as published in the Campus Life Handbook. Disciplinary action against students committing sexual assault is administered by the Dean of Students (822-7200). Persons found in violation of sexual assault in a University disciplinary proceeding are subject to disciplinary sanctions, which may include suspension or expulsion from the University.

Survivors are under no obligation to pursue disciplinary action by contacting this office. The initial consultation will clarify the disciplinary process and explain the options available to the survivor, as well as review the incident. Crisis counselors or other support persons are welcome and encouraged to accompany the survivor.

During disciplinary proceedings, the survivor and the accused are entitled to the same opportunity to have an adviser present. Further, the survivor will be afforded the opportunity to remain present throughout the disciplinary proceeding, to submit any oral or written statement concerning the incident, to have previous sexual history excluded from the hearing, and to ask questions during the proceeding.

Upon the conclusion of the disciplinary proceeding, both the survivor and the accused shall be informed of the decision.

Options and Resources

Stetson University students who are sexually assaulted have a number of options as well as campus and community resources available to them. Options include assistance in contacting professors and work-study supervisors about absence, etc.; confidential counseling services and/or referral, as well as counseling and guidance for medical treatment; assistance with possible changes in on-campus residential housing assignment and academic class assignment if reasonably available; and assistance in disciplinary proceedings and/or reporting the incident to local police.

Resources include:

1.	Department of Public Safety	822-7300
2.	Dean of Students	822-7200
3.	Director of Residential Life	822-7201
4.	Student Health Services	822-8150
5.	University Counseling Center	822-8900
6.	Rape Crisis Center (Daytona Beach)	258-7273
7.	Victim Advocate (State Attorney Office)	239-7710
8.	DeLand Police Department	734-1711

It is important to remind students that SEEKING ASSISTANCE from any of these resources DOES NOT OBLIGATE SURVIVORS TO TAKE FURTHER ACTION. However, whether or not a survivor desires to take further action, medical assistance is essential. A physical examination, by a physician of the survivor's choice, will take care of obvious and/or hidden injuries and provide an opportunity for the survivor to discuss with a physician potential pregnancy or communicable disease concerns.

A number of University offices, departments and student organizations offer prevention services and/or programs designed to promote awareness of sexual assault and other sex offenses. Programs and services include crime prevention, Public Safety escort program, emergency telephone system, alcohol awareness, safety orientation for new students, health issues, and communication skills.

SEXUAL HARASSMENT POLICY AND PROCEDURES

I SEXUAL HARASSMENT POLICY:

A. **RATIONALE:** Stetson University has established the following policy in order to protect the rights of all Stetson students, faculty, and staff (hereinafter referred to as the "Stetson community") to an environment free from sexual harassment. Stetson's sexual harassment policy and procedures are designed to encourage confidentiality, to protect persons filing grievance complaints from retaliation, and to observe due process.

B. **DEFINITION:** Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. The law defines sexual harassment as any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

* Submitting to such conduct is made either explicitly or implicitly a term or condition of employment or academic decisions;

* Submitting to such conduct is used as the basis for employment or academic decisions affecting the individual as an employee or student; or

* Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile, or offensive working or learning environment.

C. **BEHAVIOR:** The key to making the determination that behavior is sexual harassment is whether the conduct is welcome and whether the conduct is sexual in nature. Sexual harassment may include, but is not limited to:

* Physical, including unwelcome touching or gesturing
* Verbal, including unwelcome requests for a date or sexual favors, lewd remarks, or sounds
* Visual, including unwelcome exposure to sexual photos, cartoons,

D. CONSENSUAL ROMANTIC/SEXUAL RELATIONSHIPS:

The University has adopted a consensual relations policy which prohibits certain consensual relations (see Consensual Relations Policy).

E. TYPES OF CLAIMS:

1. ***Quid Pro Quo:*** This is the demand for sexual favors in exchange for some job or academic benefit (something for something). For example, a supervisor's demand that an employee have sex with him/her in order to get a promotion is quid pro quo harassment.
2. ***Hostile Environment:*** This is harassing conduct, which unreasonably interferes with an individual's work or creates a hostile, intimidating, or offensive work or learning environment. The "hostile work or learning environment" form of sexual harassment may include offensive language, jokes, gestures, comments, pictures, calendars, or graffiti. In order to determine whether a hostile environment exists, the standard applied by the Sexual Harassment Grievance Council shall be what type of conduct a "reasonable person" would think is offensive, intimidating, or hostile.
3. ***Acts of Retaliation***: This exists when a member of the Stetson community retaliates in any manner against a complainant for reporting sexual harassment. Such an act of retaliation will be processed in the same manner and to the same extent as any other act of sexual harassment.
4. ***Same Sex Harassment:*** This occurs when a member of the Stetson community is sexually harassed in the workplace or the academic environment by a person of the same sex. It is the harassing conduct itself, not the motivation or the gender of the people involved, that determines whether sexual harassment amounts to "discrimination because of sex."
5. ***False Complaints:*** This occurs when a member of the Stetson community makes an intentionally false accusation of sexual harassment or related retaliation.

II REPORTING COMPLAINTS:

Any member of the University community who feels he/she may have been sexually harassed is strongly encouraged to report the episode(s). In the event of a student-to-student harassment complaint, the complainant will normally follow procedures established by the Office of Campus Life by reporting the situation to the Dean of Students.

1. ***Reporting of Complaints:*** Written or oral complaints may be made by persons experiencing harassment or by concerned persons not directly involved. The complainant is encouraged to consult with supervisors, department heads, vice presidents, or deans. On the DeLand campus, the complainant also is encouraged to consult with a member of the Diversity Council or the Women's Council. Said persons have the obligation immediately to forward the complaint to an appropriate Vice President or Academic Dean to facilitate the grievance process.

A. INVESTIGATION, DISPOSITION AND GRIEVANCE:

The investigating of a complaint against faculty or staff, the University's disposition of the matter and the grievance procedure to challenge the decision will follow the guidelines set forth in the University's Faculty and Staff Grievance Procedures. In the event of a student-to-student harassment complaint, the complaint will be investigated by a designated representative(s) from the Office of Campus Life and will follow procedures in the Student Code of Conduct.

B. EDUCATION:

The University shall provide educational opportunities to acquaint all members of the Stetson community with the specific provisions of the Sexual Harassment Policy and Procedures.

FACULTY AND STAFF GRIEVANCE PROCEDURES

I. General Policy Statement

Stetson University is committed to the prompt and fair resolution of the concerns of students, faculty and staff. The grievance process described below has been formulated to ensure fairness and consistency in the University's relations with its faculty, staff and students. A separate policy contained within the Student Code of Conduct sets forth procedures for handling charges of misconduct brought by faculty, staff or students, against any student. This Faculty and Staff Grievance Procedure describes the University policy for resolving complaints against faculty and staff, as well as faculty or staff complaints against the University. No person's employment with the University shall be adversely affected in any way as a result of using these procedures, nor shall any retaliatory action taken against a person using these procedures be tolerated.

The purpose of the grievance procedures is to ensure that complaints are resolved internally within the University community in a fair manner. In addition, the procedures in this policy suggest that an immediate attempt takes place to resolve informally all types of grievances at the level at which they occur.

II. Pre-Grievance Informal Resolution

The University will make a good faith effort to seek resolution of a problem informally brought to its attention through discussion and communication with the department or unit involved and with appropriate University officials. The University encourages all faculty, staff and students to attempt an informal resolution prior to initiating the formal grievance procedure.

Faculty, staff and students are encouraged to first meet with their supervisor, Department chair or appropriate University administrator, for an informal discussion of the matter. This discussion should take place within 30 days of the matter's occurrence. (All deadlines within this procedure are calculated as calendar days when school is in session. The time periods may be temporarily suspended during the time school is not in session and during summer session.) Both parties should meet jointly and/or individually with the appropriate administrator in a good faith attempt to resolve the matter in an equitable and professional manner. The appropriate Vice President or Academic Dean may also be included in this informal resolution process. The administrator facilitating the informal resolution attempt will provide to both parties and to the Director of Administrative Services a written summary of the informal discussions and the solution agreed upon, if any. Both parties in the matter should sign the summary statement.

III. Complaint and Fact Finding Process

Should a situation arise in which a dispute is not resolved by less formal means, the aggrieved individual may use the University's Complaint and Fact Finding process as follows:

A. Filing a Written Complaint

Faculty, staff or students bringing complaints against the University or a particular faculty or staff member should initiate a formal written complaint within 45 calendar days of the date on which the aggrieved person became aware of the subject of the complaint or within 45 days of the complainant's receipt of the administrative summary provided at the conclusion of the informal process (see Section II above). The complaint should be filed with either the University Grievance Officer or the Director of Administrative Services.

The written complaint should include:

1. Identification of the University office or individual against whom the complaint is brought;
2. A description of the specific behavior or action giving rise to the complaint;
3. The date or period of time during which the behavior occurred and location of the incident;

4. A description of the steps taken for informal resolution (if any) and the reasons they were unsuccessful;
5. The desired remedy;
6. The name, address, and telephone number of the person making the complaint; and
7. The signature of the person making the complaint.

B. Investigation of Complaint

Upon receiving a formal complaint, the University Grievance Council will be responsible for investigating the complaint. The University Grievance Council will be composed of the Grievance Officer (a tenured faculty member), the Director of Administrative Services, one tenured faculty member (elected by the Faculty Senate in agreement with its by-laws) and one staff member appointed by the President. The faculty member and the staff member serve one year terms and may serve up to five consecutive terms. If the University Grievance Officer, the Director of Administrative Services or the staff member is the object of the grievance, the President will appoint a replacement for that investigation. If the faculty member is the object of the grievance, the Senate Executive Committee will appoint a replacement for that investigation. If a complaint alleges inappropriate conduct or violation of University policies by a faculty member, the Grievance Officer will be the primary investigator. If a complaint alleges inappropriate conduct or violation of University policies by a staff member, the Director of Administrative Services will be the primary investigator. The primary investigator may call upon other members of the University Grievance Council to help conduct an investigation into the complaint. University Counsel shall be available as a resource to the investigator on an as-needed basis.

The investigator will gather all pertinent information through personally interviewing and/or gathering written statements from the complainant, the accused faculty or staff member or representative of the University department (respondent), and any witnesses to the alleged behavior either party wishes to identify or provide.

The investigation may be terminated at any time should the complainant and the University agree in writing upon an informal resolution, and this resolution is accepted by the appropriate Vice President or Academic Dean. However, the appropriate Vice President or Academic Dean may reject the proposed resolution and continue the investigation if the conduct, if proven, would warrant further action against the staff or faculty member by the University.

If the complainant initiates legal action outside of the University community at any time during this procedure (including but not limited to the informal resolution stage, the investigation or at formal hearing), the University has the right to terminate, modify or adjust this procedure.

C. Confidentiality

At every stage of this procedure, information relating to the complaint or the grievance shall be considered confidential. All parties are encouraged to respect the confidentiality of this information and only disclose it to those who have a legitimate and necessary need to know.

D. Report

A written report of the investigation will be produced within 30 days of receiving the complaint. Generally, the investigation report will contain sections on:

(1) investigation background (what prompted the investigation and a description of the investigation process, including who was interviewed and when);
(2) identification of University policies implicated by the complaint;
(3) key factual findings of the investigation, including summaries of relevant information gathered from witnesses; and
(4) a determination or conclusion about whether the complaint has merit. The author of the investigation report has the discretion to modify the format of the report. The Grievance Council will approve by majority vote the contents and conclusions of the written investigation report prior to its release.

Reports of the University Grievance Council will be housed in the office of the Director of Administrative Services and will be released in accordance with policies governing confidential spersonnel records of the University.

IV. DECISION

The investigation report will be given to the appropriate Council (Council of Deans or Council of Vice Presidents) to determine an administrative solution to the complaint, if such an administrative solution is necessary.

The administrative solution may include the entire range of remedies available under University policy. In cases of inappropriate University action in regard to any academic policy or alleged misconduct by a faculty member, the report will be submitted to the Chair of the Council of Deans. In cases of inappropriate University action in regard to any administrative policy or alleged misconduct by a staff member, the report will be submitted to the Chair of the Council of Vice Presidents.

If the person to receive the investigation report is either the respondent or the complainant, the report shall go to the Council of Deans or the Council of Vice Presidents, whichever he or she chairs. Any member who is a respondent or complainant shall recuse himself/herself from receiving the report and making the administrative decision. If the respondent and the complainant include the Chair of the Council of Deans and the Chair of the Council of Vice Presidents, the report shall go to the joint Council of Deans and Vice Presidents. Again, the respondent and the complainant shall recuse themselves from receiving the report and making the administrative decision.

At this time, the Council of Deans, the Council of Vice Presidents or the Joint Council may attempt to resolve the dispute informally. If this attempt at informal resolution is unsuccessful, the appropriate Council will then prepare and distribute a written statement of the administrative decision to the complainant and to the accused faculty or staff member or University office within 15 days of his/her receipt of the report from the University Grievance Council. Either party may challenge the administrative decision, in writing, within 15 calendar days. The challenge and request for a formal hearing must be submitted in writing to either the Chair of the Council of Deans or the Vice President for Administration. The matter then will be referred to a formal hearing.

V. FORMAL GRIEVANCE HEARING

When there is alleged misconduct by a faculty or staff member or an alleged inappropriate application of a University policy, and the complainant or respondent wants to challenge the investigation results and/or decision, that matter may be referred to a formal hearing. For a faculty member accused of misconduct or the alleged inappropriate application of a University policy affecting a faculty member, the formal hearing will be conducted by the Tenure, Grievance and Academic Freedom Committee. For a staff member accused of misconduct or the alleged inappropriate application of University policy affecting a staff member, that formal hearing will be conducted by the Staff Grievance Committee. The Tenure, Grievance and Academic Freedom Committee will be elected as prescribed in 3.4.2 of the Faculty Senate by-laws and the chairperson will be elected annually by the Committee. The Staff Grievance Committee will be appointed annually by the Vice President of Administration who will select one member as its chairperson. Staff Grievance Committee members shall serve one year renewable terms.

The Tenure, Grievance and Academic Freedom Committee and Staff Grievance Committee shall each be composed of seven members. For a particular hearing, a panel of five members shall be selected randomly from the pool of seven members. The grievant and the other individual party (either the complainant or the respondent who has not grieved the decision by the University Grievance Council) have the right to exercise one challenge without stating the reason for the challenge and excuse a member of the Grievance Committee. One or both of the two members not originally selected will be chosen randomly to fill in for the excused member or members. If any member of a Grievance Committee is either the complainant or the respondent, that member may not serve on the Committee adjudicating his/her case. In addition, a member of the Grievance Committee may recuse himself/herself if that individual member believes there is bias or the perception of bias in his/her consideration of the matter to be reviewed. If an additional Committee member/s is/are required, the Faculty Senate will

elect the member/s for the Tenure, Grievance and Academic Freedom Committee and the Vice President of Administration will select the member for the Staff Grievance Committee.

The chairperson will arrange to convene the formal hearing within 30 calendar days of the written request for a formal hearing being received. The individual appealing the decision (the grievant), the other individual party and the Uiversity representative will be notified in writing of the date, time and location of the meeting. At the hearing, the President or his/her designee will represent the University position.

Information presented at the hearing will be limited to matters addressed in the written complaint. At least seven (7) calendar days prior to the hearing, each party (the grievant and the University) will submit to the chairperson copies of any evidence and the names of any witnesses each may present, and the name and professional legal status of any person who may assist them at the hearing. These materials will be available to the opposing party upon request.

It is the responsibility of each party to secure any witnesses he or she intends to present. Neither the University, the Tenure, Grievance and Academic Freedom Committee nor the Staff Grievance Committee will be responsible for locating or compelling witnesses to provide testimony for the grievant.

If presentation of University records or documents is desired by either party in matters concerning inappropriate action by a University office, a written request should be submitted to the chairperson no less than fourteen calendar days prior to the hearing. The chairperson will make a reasonable attempt to produce the requested material provided no privacy or confidentiality rights are violated by doing so. The release of any record containing identifiable student information must comply with the University's records policy and procedures.

1. The Hearing Procedure

The following will be the procedure of the formal hearing:

(a) The hearing shall be closed to the public.

(b) Potential witnesses, other than the grievant and the other individual party, will be excluded from the hearing during all testimony but his/her own.

(c) The grievant, the University representative, and the other individual party may be present throughout the hearing. The grievant, the University representative, and the other individual party may present written and verbal evidence concerning the complaint, may respond to evidence presented by the opposing party and may question any witnesses presented by the opposing party.

(d) The grievant and the University may be assisted by a person of his/her/its choice. This person may act as an advisor, but shall not be allowed to question witnesses or make statements to the Committee.

(e) Formal rules of evidence do not apply to this process. The Grievance Committee maintains sole authority to determine admissibility and relevance of evidence and witnesses to be presented.

(f) An audio tape recording will be made as the single verbatim record of the hearing. This record shall be the property of the University and shall be accessed only in accordance with University policies governing confidential personnel records.

(g) The grievant will first present evidence and witnesses, with the University provided the opportunity to question the grievant and any witnesses presented, and to present a response at the conclusion.

(h) At the conclusion of the grievant's presentation, the University may request that the Grievance Committee grant a summary decision on the grounds that the grievant has failed to offer evidence sufficient to support the complaint. If the request is granted, the complaint will be dismissed without further presentation by the University.

(i) If a summary decision is not requested or is denied, the University will present evidence and witnesses, with the grievant provided the opportunity to question the University's witnesses presented, and to present a response at the conclusion.

(j) Following presentation by both parties, closing statements will be presented, beginning with the grievant. Closing statements shall be made for the purpose of summarizing evidence presented and for recommending an appropriate determination to the committee. No new evidence is to be presented during closing statements.

(k) Minor deviations from these procedures will not render a decision invalid unless it can be shown that the deviation caused substantial prejudice to one of the parties.

(l) Except in cases involving the revocation of tenure for cause, the grievant has the burden of persuasion and it shall be satisfied by a preponderance of the evidence, considering the record as a whole. For the revocation of tenure for cause, there must be a showing of clear and convincing evidence in the record considered as a whole.

2. The Recommendation and Final Decision

The committee will provide a written recommendation in the matter within 21 calendar days of the conclusion of the hearing. The written recommendation will include a statement of the Committee 's findings and, if the complaint was determined to have merit, a recommendation for appropriate action. The recommendation of the Committee will be reported to the grievant, the University representative, and the other individual party prior to being submitted to the President. The grievant, the other individual party, or the University may submit to the President written argument that challenges the recommendation of the Committee on one or both of the following grounds only: (1) Procedural Error – such written appeal must specifically identify the procedural error including reference to the specific University procedural document that was violated; (2) Inappropriate Sanction – the written appeal must specifically state why the recommended sanction does not "fit" the findings of the Committee. The President will review the report of the Committee and the written appeals, if applicable, before rendering a final decision in the matter. The President may consult with University Counsel, the University representative, the Executive Committee of the Board of Trustees, and/or with other members of the Board in the formulation of the final resolution in the matter. Once approved for release to the parties in the matter and to the appropriate University administrator, the decision is final and binding on all parties. The decision shall be provided to the grievant, the other individual party, the University representative, if other than the President, and the appropriate University administrator who will impose any sanctions, if applicable. A record of the hearing shall be available for review by any of the parties in the matter.

It is the intent of the University that a grievance, issue or dispute presented in a formal hearing before the Tenure, Grievance and Academic Freedom Committee or the Staff Grievance Committee is the final hearing on that grievance, issue or dispute. Thus, a party who is unhappy with the result of the formal grievance hearing and the resulting decision may not file a complaint or grievance and start the process again.

In matters concerning inappropriate action by a University office, remedies available through this process are limited to corrective steps. That is, should the complaint or any portion be found to have merit as a result of the hearing process, remedies are limited to the correction of the situation and/or adjustment of the circumstances from which the complaint arose.

For matters in which personal misconduct by a faculty or staff members are determined to have occurred, corrective action, disciplinary action, or both may result. The imposition of discipline shall be administered by the appropriate Vice President or Academic Dean.

VI. EDUCATION

All members of the University Grievance Council, the Tenure, Grievance and Academic Freedom Committee, and the Staff Grievance Committee will receive education in the procedures governing resolution of grievances against faculty and staff at the University, as well as coverage of other relevant topics including but not limited to sexual harassment, discriminatory practices, etc. Such training shall be coordinated by the office of the Director of Administrative Services, in consultation with the Council of Deans and the Council of Vice Presidents.

CONSENSUAL RELATIONS POLICY

Rationale and Definition

A consensual relationship is one in which two people are engaged by mutual consent in an emotionally (romantic) and physically (sexually) intimate relationship. When such a relationship involves people who differ in power within the University community, it is of special concern because of the potential for conflict of interest and/or abuse of power. Decisions which must be made free from bias or favor come under question when made by a person who has a romantic/sexual relationship with a person who may benefit from or be harmed by the decisions. The mere appearance of bias resulting from a consensual romantic/sexual relationship may seriously disrupt the academic or work environment. Equally important, such relationships have the potential to undermine our sense of community, mutual trust, and support.

For these reasons, the University has adopted a policy to prohibit consensual relationships and to place all employees "on notice" that the University views consensual relationships as unwise and of a high risk, especially when students are involved. A special note is made in the University's Sexual Harassment Policy and the Consensual Relations Policy that the seeds of harassment and sexual harassment exist in consensual relationships of any kind that involve differences of status or power.

Policy

Stetson University prohibits consensual relationships between:

1) a faculty or staff member and any student enrolled at the University;
2) a supervisor and subordinate employee;
3) an administrator and a faculty member in a unit under that administrator's direction; and,
4) an administrator and a staff member in a unit under that administrator's direction.

The individual with a supervisory or other decision-making role is presumed to bear the primary responsibility for any negative consequences resulting from his/her relationship. A member of the University community who violates the Consensual Relations Policy will be subject to disciplinary action by the institution, which includes the possibility of dismissal.

Reporting Process

Reporting Apparent Violations and Procedures for Action. Any member of the University community who has substantial reason to believe that a violation of the Consensual Relations Policy has occurred is encouraged to contact the Dean or Vice President supervising the person believed to be in violation of the policy, to express his/her concern and to explain the basis for the concern. The Dean or Vice President is responsible for taking appropriate action. Any concern about violations at the Dean/Vice President level or above should be taken to the President, who shall take, or cause to be taken, appropriate action. If any party to the situation is not satisfied with the actions taken by the administrator, he/she may file a grievance. Faculty or staff members on the DeLand campus should follow the Faculty or Staff Grievance Procedure described in the University's Policies and Procedures Manual. Students should follow the Grievance Procedure described in the Campus Life Handbook. Faculty, staff members, or students on the College of Law campus should follow the College of Law Employee Grievance Procedure.

In the event that a relationship described in 2, 3, or 4 above develops, the supervisor or superior administrator involved in the relationship may seek the assistance of his/her Academic Dean or division Vice President (or the President, if the involved party is an Academic Dean or Vice President) to alter the employment relationship and remove the conflict of interest and/or power differential. However, the University is not obligated to provide such accommodation for those involved in consensual relationships. If no suitable realignment of the supervisory relationship can be agreed upon, then the supervisor or superior administrator involved in the relationships will be held accountable for violation of the University policy prohibiting consensual relationships.

Education
The University provides educational opportunities to acquaint members of the University community with the specific provisions of this policy and to promote better understanding of the difficult issues which may arise as a result of consensual relationships between members of the University community.

STUDENT EMPLOYMENT GRIEVANCE PROCEDURE

The University recognizes that problems involving Employer-Employee relations will arise at times. It is in the best interest of both the University and the student employee to resolve these matters as soon as possible and at the lowest possible level. In order to assure student employees that their employment problems will be given fair consideration, a means of review and appeal to higher levels of authority has been established.

NOTE: ANY STUDENT EMPLOYEE WHO FAILS TO FOLLOW THE GRIEVANCE PROCEDURES AS OUTLINED BELOW SHALL LOSE ANY RIGHT IN PURSUING THE GRIEVANCE AND THE GRIEVANCE WILL BE SUBJECT TO DISMISSAL.

What Is A Grievance?
A grievance is a complaint by an employee regarding the interpretation or application of University rules and regulations, working conditions, or alleged improper treatment, which has not been resolved satisfactorily, in an informal manner between the employee and the immediate supervisor. A grievance complaint must set forth a clear indication of unfairness resulting in harm or damage to the aggrieved person, arising out of management failures, working conditions, or employment relationships. The complaint must be concerning a matter within the control of the department head and must state the relief sought. This relief must also be within the authority of the department head to grant, in whole or in part.

NOTE: A decision declining re-employment of a student after completion of an authorized period of employment is not classified as termination, therefore not subject to appeal.

Grievance Procedure
a) The employee should first attempt to address the complaint or grievance informally by discussing it with the immediate supervisor. Although the University encourages the resolution of problems by informal discussion between employee and supervisor, the employee is free to discuss the complaint with the Student Employment Coordinator in the Department of Student Financial Planning. If deemed necessary the Student Employment Grievance Board may be consulted in an attempt to resolve the issue(s) in an informal manner. However, an informal discussion must be held with the immediate supervisor or the Student Employment Coordinator before a formal complaint may be filed.
b) If the matter is not adjusted to the employee's satisfaction through the informal discussion, the employee may proceed to the first step in the formal grievance procedure by presenting the grievance in writing to the immediate supervisor, describing the adjustment desired, within five working days of its occurrence. The supervisor will have five working days in which to provide the employee a response in writing.
c) If the employee is not satisfied with the response from the supervisor, he or she, may within five working days of receiving a reply from the supervisor, present the grievance to the Department Head. Employees who work in the cafeteria should present the grievance to the Student Director if the problem is with one of the student managers. If the problem is with a Sodexho employee the grievance should be forwarded to the Student Employment Coordinator. If the student is working in a cash employment position, a copy of the grievance must be forwarded to the Council of Deans or a Vice President. The Department Head will have five days in which to respond in writing, with copies forwarded to all parties involved including the Student Employment Coordinator.

d) If the employee is not satisfied with the response from the Department Head, he/she may appeal the decision to the Student Employment Grievance Board. The Student Employment Grievance Board will be appointed by and chaired by the Vice President for Administration or his/her designee. The chair is a nonvoting member. The board will consist of one student, one faculty member and one staff member. None of the appointees will be associated with the student presenting the grievance or the department in which the student is employed. The Grievance Board must be appointed within five workings days of the receipt of the latest appeal. The appeal shall be made in writing to the Vice President for Administration and must state the basis on which the appeal is being made. The Grievance Board may uphold, vacate or alter the decision of the Department Head. The Student Employment Grievance Board will provide a response in writing to the student employee with copies forwarded to all parties involved.
e) The decision of the Student Employment Grievance Board will be final.

STUDENT PUBLICATIONS

Stetson University recognizes that student-run publications are an important part of college life. Therefore, the University establishes student publication programs which give students the opportunity to express their creativity, provide a forum for free and open discussion, and create a permanent record of the activities and intellectual climate of the campus. Stetson University regards its student publications programs as extensions of the educational mission of the University. In keeping with the University's primary mission of quality undergraduate education, student publications offer students a chance to learn; to sharpen their skills as writers, photographers, poets, designers, managers and decision makers.
Stetson University serves as publisher for several student publications including The Reporter, a student-run campus newspaper, Touchstone, a student-produced literary magazine. The University is the owner of these publications and establishes University operating and capital budgets for the support of each.
To oversee the activities of each of the student publications, the University has established a Student Publications Board. The Student Publications Board operates under a constitution adopted by the President's Staff and by the Board of Trustees.

ROLE OF STUDENTS IN UNIVERSITY GOVERNANCE

Stetson University values and encourages the participation of students in University governance. The principal avenue for student participation in University governance is through the Student Government Association (SGA). It is composed of two main bodies, the Student Senate and the Executive Cabinet. SGA is representative of the entire student body through senators from the residence halls, the commuter population, and campus organizations. The Student Government works closely with University administration to have an influence on policy decisions that directly impact the student body, and acts as the voice of the students.

There are a variety of other ways in which students are involved in University decision-making.

(a) The President and Vice President of SGA serve with three faculty and staff members on the Activity Fee Allocations Committee (AFAC), a group responsible for the budgeting of that portion of student activity fees which are allocated to a variety of departments and programs specifically charged with providing student services.
(b) The Student Activity Fee Allocations Committee (SAFAC) is a student board which makes decisions about allocation of program funds to registered student organizations. SAFAC is chaired by the President of SGA.
(c) The President of the Student Government Association serves as a member of the Student Life Committee of the Board of Trustees and also attends and reports to the regular meetings of the Board.
(d) The Stetson University Student Publications Board is chaired by a student and the majority of the members are students. The Publications Board governs student media at the University.
(e) Most University Committees and Councils have student members, including the Women's Council, Sexual Harassment Grievance Council, Values Councils,

Artists and Lecturer's Committee, Athletics Committee, Campus Life Committee, Library Committee and the Academic Computing Committee. Student committee members are recommended by the Student Government Association and appointed by the Council of Academic Deans.

(f) Students lead and participate in a variety of programs at the University, including the Council for Student Activities (a student-led programming board), the Family Weekend Program, the Greenfeather Program (a community service fund drive), the Stetson Weekend Program (homecoming), and FOCUS (the new student orientation programs).

(g) The Interfraternity Council and the Panhellenic Council are student governing bodies for the thirteen national greek letter organizations on the campus.

(h) The Student Judicial Council is comprised of twelve students who serve to respond to alleged violations of our Code of Student Conduct. Selection is done through an application process. Participation allows students to establish standards for acceptable behavior within our community.

(i) The Honor System Council is comprised of 12 students who are given the responsibility of responding to allegations of Academic Dishonesty.

STUDENT CODE OF CONDUCT

PREAMBLE

Stetson University endeavors to provide a living and learning environment in which students can meet their academic goals. The University has the responsibility of providing students a clear understanding of the academic requirements and policies, which are generally published in the University Bulletin and The Campus Life Handbook. As a community, the University is dedicated to both personal and academic excellence. Therefore, choosing to join the Stetson University community obligates each member to a code of civilized behavior.

The University determines, publishes and makes known its rules and regulations concerning student conduct. In addition, the University has the right to determine when its rules are violated and to determine the appropriate course of action. The purpose of this handbook is to present the University's rules and regulations that govern student conduct and student activities. These regulations should be read broadly and are not designed to define prohibited conduct in exhaustive terms.

By enrolling in Stetson University, the student accepts the responsibility to become fully acquainted with the University's regulations, to comply with the University's authority, to respect the rights and property of others, and to recognize that student actions reflect upon the students involved as well as upon the entire University community. The University reserves the right to take appropriate disciplinary action for any conduct which unreasonably interrupts and/or infringes upon orderly life in the University community or infringes on the rights of others. In many cases especially those involving allegations of alcohol or illegal drug use by students under the age of 21, parents may be notified. Stetson University values a community environment free of discrimination and harassment and therefore prohibits conduct which prevents free academic interaction and opportunity or which creates an intimidating, hostile, or offensive study, residential, or work environment. The University has a special concern for incidents in which students appear to have been targeted or placed in jeopardy because of their race/ethnicity, gender, sexual preference, national origin or religion. Also of particular concern are behaviors in which the student endangers or causes harm to him/herself or others. All such behaviors may lead to disciplinary action that may include suspension or expulsion from the University. Students repeatedly involved in violations of University policy are viewed to be negatively contributing to the Stetson University community. Students may become subject to removal from University on-campus residential facilities, as well as removal from the campus. Students shall be afforded all opportunities for fairness in disciplinary proceedings. However, the University reserves the right to withdraw a student at any time for any reason deemed sufficient by the University.

ARTICLE I: Definitions

When used in this code:

1. the term "University" means Stetson University.
2. the term "student" includes all persons taking courses at the University, both full-time and part-time, pursuing undergraduate, graduate, or professional studies and those who attend post-secondary educational institutions other than Stetson University and who reside in University residence halls. Persons who are not officially enrolled for a particular term, but who have a continuing relationship with the University are considered "students".
3. the term "University official" includes any person employed by the University, performing assigned administrative or professional responsibilities (including hall directors and resident assistants and fraternity/sorority counselors).
4. the term "faculty member" means any person hired by the University to conduct classroom activities.
5. the term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).

6. the term "organization" means any number of persons who have complied with the formal requirements for University recognition.
7. the term "University-sponsored activity" means any activity on or off campus that is initiated, aided, authorized or supervised by the University.
8. the term "judicial body" means any person or persons authorized by the Vice President for Administration to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
9. the term "Student Judicial Officer" means a University official authorized on a case-by-case basis by the Vice President for Administration to impose sanctions upon students found to have violated the Student Code. The Vice President for Administration may authorize a judicial officer to serve simultaneously as a judicial officer and the sole member or one of the members of a judicial body. Nothing shall prevent the Vice President for Administration from authorizing the same judicial officer to impose sanctions in all cases.
10. the term "Appellate Board" means any person or persons authorized by the Vice President for Administration to consider an appeal from a judicial body's determination that a student has violated the Student Code or from the sanctions imposed by the Student Judicial Officer.
11. the term "shall" is used in the imperative sense.
12. the term "may" is used in the permissive sense.
13. the Vice President for Administration is that person designated by the University President to be responsible for the administration of the Student Code.
14. the term "policy" is defined as the written regulations of the University as found in, but not limited to, the Campus Life Handbook, and the Graduate/Undergraduate Catalogs.
15. the term "cheating" includes, but is not limited to; (1) the use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff (See Academic Honesty Policy).
16. the term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgments. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. (See Academic Honesty Policy).

ARTICLE II: Proscribed Conduct

A. **Jurisdiction of the University**
Generally, University jurisdiction and discipline shall be limited to conduct which occurs on University premises or which adversely affects the University community and/or the pursuit of its objectives. The University may review and/or take action against any student for off-campus conduct as outlined under Section B.

B. **Off-Campus Conduct**
1. The University may choose to initiate the disciplinary process against a student:
    a. if a student is charged with an off-campus conduct violation of federal, state, or local laws; or
    b. when a student's behavior off-campus interferes with the rights of others, reflects adversely on the University, or results in a criminal conviction. The circumstances of the case shall be reviewed by the Vice-President for Administration or his/her designee to determine whether the student may be subject to disciplinary action and/or determine the status of the student. The University will take disciplinary action against a student for an off-campus violation when the nature of the violation is such that, in the judgment of the Vice President for Administration, or his/her designee, the violation may demonstrate disregard for the University community and/or is likely to disrupt or interfere with the normal operation of the University.

C. Conduct - Rules and Regulations

University regulations are set forth in writing in order to give students general notice of prohibited conduct. The list is not designed to be all-inclusive but should serve as examples of prohibited conduct and, thus, be broadly read. Any student found to have committed conduct prohibited by the University is subject to the disciplinary sanctions out-lined in Article III:

1. Respect for the Law - Stetson University students are expected to be good citizens of the community. Regulations of the University, state of Florida, and the United States apply to all students. This includes, but is not limited to:
    a. Public Laws - Students/organizations must comply with all public laws.
    b. Alcohol - Students/organizations must adhere to all laws and University regulations governing the purchase, use, sale, furnishing, possession or consumption of alcoholic beverages. Florida State law prohibits the possession, use or distribution of alcohol to any individual under 21 years of age. Residents age 21 or older are permitted to possess or consume wine, beer and wine coolers on campus only as in accordance with the University guidelines contained in the University Alcohol Policy as described in pages 34-39.
    c. Controlled Substances - Unlawful manufacturing, possessing, having under control, selling, transmitting, using, or being a party thereto of any dangerous drug, controlled substance or drug paraphernalia is prohibited.
    d. Weapons - Firearms, fireworks, chemicals of explosive nature, explosives or explosive devices, or weapons shall not be brought onto the University campus except as may be specifically authorized by the Director of Public Safety. Weapons may not be carried by a person or stored on the campus in any vehicle or other location. The term "weapon" includes any object or substance designed to inflict a wound, cause injury or incapacitate and may include, but are not limited to, all firearms, pellets/BB guns, home-manufactured cannons, bow and arrows, slingshots, martial arts devices, switchblade knives or knives with a blade four inches or longer, and clubs.
    e. Disorderly Conduct - Students/organizations must refrain from disorderly conduct. Specifically, behavior which disrupts the academic, administrative or residential community, infringes on the rights of others in the community or disrupts the generally accepted sense of public decency and morals within the community. Examples of such conduct include, but are not limited to: behaviors attributable to public intoxication as well as abuse, nuisance or obscene telephone calls, excessive noise, exhibitionism, and fighting.
    f. Fire Safety - Students/organizations must refrain from tampering with fire safety equipment such as extinguishers, smoke detectors, alarm pull stations or emergency exits. Tampering with any equipment or fixtures used for the purpose of fire, health, or building safety is prohibited.

    Fire drills are conducted at various times during the year to ensure that all residents are familiar with evacuation procedures and to ensure that all safety equipment is functional. During a fire drill or alarm, every student MUST evacuate the building and follow emergency procedures issued by Public Safety, Residential Life, or local authorities/emergency personnel.

    Any substance that could cause a fire, damage, or an explosion is not permitted inside the residential facilities. This provision includes kerosene heaters and fuel, fuel containers for motorcycles and motor vehicles, candles, open flames, incense of any kind, fragrance pots and similar burning devices. Because of serious concerns about life safety and fire procedures, there will be announced room inspections to identify and correct fire and safety hazards. The purpose of these room inspections is to protect you, your neighbors and your property, as well as to establish compliance with safety regulations.

2. Respect for others - students are expected to act with regard for the well being of others, to be civil and to cause no harm to others.
   a. Threats and Endangerment - Students/organizations shall not endanger the safety, health, or life of themselves or others. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct including sexual assault and sexual harassment is prohibited.
   b. Aiding and Abetting - Attempting, aiding, abetting, conspiring, hiring or being an accessory to any act prohibited by this code shall be considered to the same extent as completed violations.
   c. University Employees - Students and organizations must show respect for employees of the University including Public Safety, Residential Life and Student Activities staff. Any form of harassment, interference or noncompliance with the proper and lawful directions of University officials is prohibited.
   d. Student Identification - Students shall be required to obtain an official student identification card within one week of enrollment at the University. Students are required to carry their student identification card with them at all times, and present it when requested to any University official who makes such a request while in the performance of their duties. The altering of, or misuse of a student identification card is prohibited. Students must surrender their student identification card to the Registrar's Office upon their withdrawal from the University.
   e. Hazing - Students/organizations who engage in hazing activities will be adjudicated. Examples include, but are not limited to: physical abuse, moral indignity, sleep deprivation, forced exclusion from social contact, nudity, destruction or removal of public/private property.
   f. University Policies - Students/organizations who violate published University policies, regulations, or rules will be adjudicated. Such regulations include, but are not limited to: residential housing agreements and policies, and regulations relating to parking and traffic.

3. Respect for Personal and Academic Integrity- Stetson University is an academic community. The value of Stetson University's education is determined in part by the quality and character of Stetson University students and graduates. Therefore, students/organizations are expected to uphold personal and academic integrity.
   a. Academic Honesty - Students/organizations shall refrain from all acts of dishonesty, including but not limited to: cheating, plagiarism, and other forms of academic dishonesty.
   b. Misrespresentation - Students shall refrain from furnishing false information to any University official, faculty member or office. This includes forgery, alteration or misuse of any University document, record, or instrument of identification.

4. Respect for Property- Students/organizations must respect the property of others and take reasonable care when using University or personal property.
   a. Theft - Attempted or actual theft of property of the University community or other personal or public property is prohibited. This includes theft of services on University premises and knowingly possessing stolen property.
   b. Property Damage - Attempted or actual damage of property of the University community or other personal or public property is prohibited.
   c. University Facilities - Unauthorized entry into any University facility, or portion thereof, or unauthorized use or abuse of any University building, facility or premise. Students are not permitted on the roofs of any building at anytime. The unauthorized possession, duplication or use of any key which fits any University facility is prohibited.
   d. Technology Resources - Theft or abuse of computer time or network services including, but not limited to: (1) unauthorized entry into a file, to use, read, or change the contents, or for any other purposes; (2) unauthorized transfer of a file; (3) unauthorized use of another individual's identification and password; (4) use of computing facilities to interfere with the work of another student, staff or faculty member; (5) use of computing facilities to send obscene or abusive messages; (6) use of computing facilities to interfere with normal operations of Stetson's computing systems; (7) use of net working facilities that is not in compliance with the policies established by the Center for Information Technology.

5. Respect for the Judicial System - Students/organizations shall be afforded all opportunities for fairness in disciplinary proceedings. However, students/organizations shall not abuse the judicial system. The following are examples of violations of this principle:
   a. Failure to Comply - Students must comply with the directions of the Student Judicial Officer in scheduling and attending appointments and hearings and in completion of imposed sanctions.
   b. Falsification - Students may not falsify, distort, or misrepresent information provided in a judicial investigation or hearing. Knowingly instituting judicial proceeding without cause is a violation of this standard.
   c. Interference - Influencing or attempting to influence another person's participation in the judicial process is prohibited. This includes but is not limited to harassment, intimidation, or attempted influence of the members of a judicial body.
   d. Disruption - Disruption or interference with the orderly proceedings of a judicial hearing is prohibited.

6. Respect for Residential Policies - Respect for Residential Policies - Stetson University and the Departments of Residential and Student Activities are committed to creating an environment, which enables students to freely pursue their academic goals. As such, it is crucial that students take responsibility for their actions and behaviors as members of that community. The Residential and Student Activities staffs operate under the premise that students residing in our facilities are adults capable of initiating reasonable decisions to ensure the rights and responsibility of themselves and other students. Students have the right to pursue their studies in a pleasant and secure environment, and the responsibility to know and adhere to policies and procedures which are the standards for the Stetson residential and University communities. These policies and procedures apply to all residential facilities including the fraternity and sorority houses.
   a. Appliances -The following appliances are NOT permitted for use within the residential facilities: halogen lights, hot plates, "George Foreman", or other grills, toaster ovens/toasters, crock pots, open coil appliances and electric woks and/or skillets. Extension cords are also prohibited. If there is a need for multiple plugs over and above those outlets provided, residents must provide a strip outlet, which meets the following specifications:
      1. Must be UL approved and include a circuit breaker;
      2. Must be 15 amps, 14 gauge;
      3. Must be 120-125 volts;
      4. Cannot have more than six (6) grounded power outlets per strip.
   b. Bicycles/Motorcycles/Motor vehicles - Bicycles/Motorcycles are NOT PERMITTED in areas public access, exits, stairwells, hallways or lounges and must be kept outside the building.
   c. Community Agreements - Following check-in, each floor will develop a Community Agreement defining the standards for behavior within their particular community. Community Agreements are developed within the parameters of the Student Code of Conduct. Once developed, all residents of that floor will be held accountable for upholding the Agreement. If changes are needed during the year, floor members should organize a Floor Meeting and revise their original Areement.
   d. Guest and Escort Policy -A guest is defined as a person who is a nonresident of a residential facility. Hosts are responsible for the behavior of their guest(s) at all times and are required to escort them within the residential facilities at all times. Hosts are also obligated to inform guests of all University and Residential Housing policies. Please note that guests are subject to the same policies and procedures as are students, as guests and their hosts share responsibility for conduct on the campus. Guests should not be in buildings un-escorted or in possession of residence hall keys. Guests will be escorted out of the building should they be in violation of the Guest and Escort policy. Further, we require residents to limit their guests' stay to no more than two consecutive nights on campus. (unless special permission is granted by the Assistant Director.) Residents may host overnight guests for no more than ten (10) nights per academic year. Guests may not use the general bathroom facilities on any floor, at any time, if they are of the opposite sex of the

residents on that floor. GUESTS OF THE OPPOSITE SEX MUST ADHERE TO THE VISITATION POLICY. Our goal is to ensure the safety and security of our facilities and residents while also allowing students to host their guests.

e. Lofts - Personally owned lofts may only be constructed in Emily Hall, Chaudoin Hall, or the sorority houses. Construction must meet basic fire and safety standards. Prior to constructing a loft, each resident involved must complete a Loft Construction Agreement which lists the specific guidelines for loft construction. All lofts will be inspected by the Assistant Director of Residential Life and a Facilities Management representative. University beds disassembled for loft construction must be stored in the student's room and reassembled at the time of check out. Students will be charged $50.00 for beds not reassembled and $100.00 for lofts not removed at checkout. If a resident chooses to construct a loft, s/he will be responsible for any damage in the room caused by the loft.

f. Noise and Disruptive Behavior - Residential facilities must be conducive to studying and sleeping. It is important that residents respect the rights of others as they study, sleep, listen to music and socialize. Courtesy hours should be in effect at all times; that is, residents are expected to be considerate of others and to comply with any request for quiet. Residents should operate stereos, televisions and sound equipment with regard for the rights of others. Use of musical instruments in the residential facilities should respect these rights as well. Sports activities (including but not limited to golf, frisbee, roller-blading or skating, football, hockey, etc.) and the use of any sporting equipment are not permitted inside residential facilities except in designated areas. Other behavior which is disruptive to the residential and campus community is also prohibited.

g. Pets - Pets, other than tropical fish or seeing eye dogs, are prohibited in any residential facility. Fish tanks are limited to 50 gallons in size.

h. Quiet Hours -In addition to normal courtesy hours, quiet hours will be established and included in the Community Agreement for each floor. During the established quiet hours, each resident is responsible for making sure that his or her noise is not at a level to disturb anyone else who may be studying or sleeping. During Final Exam week each semester, 24-hour quiet hours will be in effect for all residential facilities. Twenty-four hour quiet hours begin at 12:00 midnight on the night before reading day for final exams.

i. Roommate Agreements- Roommate pairs at the beginning of the year, or those experiencing conflict during the year may want to consider, or may be asked to complete a Roommate Agreement similar to the Community Agreement. Your Resident Assistant can help in these situations. Residents will be held accountable for upholding the conditions of the agreement. This document is intended to serve as an agreement between roommates to ensure that each individual's rights are respected. Your level of enjoyment and satisfaction from residence hall living will depend to a large extent on the thoughtful consideration you demonstrate for one another. As roommates, you should mutually determine the decisions and the stipulations of the behavioral contract and endorse it.

j. Room Decorations - Decorations used for seasonal and/or special events must be of fire retardant material. Live Christmas trees, wreaths, or boughs are not permitted in the residential facilities. No partitions, dividers, or screens may be assembled or constructed in any room which would violate fire safety requirements. Residents may not paint walls, assemble shelves, bike racks, or fixtures of any kind without approval from their Assistant Director. Residents found to have done any of the above will be asked to remove the particular items and will be charged for repairs needed to restore the room to its original condition. Residents are not to make repairs themselves.

k. Safety and Security - Ideally, we would like to guarantee that all students and facilities are free from safety and security concerns. These goals can only be achieved, however, with the assistance of residents. Students are responsible for maintaining a safe living environment. Propping doors, allowing access of unauthorized guests to the residential facilities, propelling or discarding items from windows, duplicating residence hall building and/or room keys or otherwise participating in any behavior which compromises the security and safety of residents or facilities is prohibited.

l. Smoking - In compliance with Florida State law, smoking is not permitted in any area of the residential facilities (including private rooms, hallways, lounges, lobbies or stairwells.)

m. Furnishings - The University provides each resident with a bed, mattress, desk and chair, drawer space, and in some cases bookshelves, desk lights, and nightstands. Students are responsible for maintaining the condition of the furnishings in their room and in any common areas, such as lounges and lobbies. Students may arrange furniture within a room in any reasonable manner, providing that all furniture is placed in its original location at checkout. All University furniture must remain in it's original room. Furniture may not be moved from one room to another. Extra furniture resulting from a vacancy in a room may not be moved into hallways, storage, or common areas. Beds which have been disassembled to allow for construction of a loft must be stored in the student's room. Students may be charged the full replacement cost of furniture removed from their room. Furnishings provided for lounges and community rooms may not be moved to a room. Students who move furniture from common areas into rooms may face a minimum fine of $25.00.
The furniture in public areas is provided for the use of all residents and is not to be moved into students' rooms. Student(s) found to have lounge furniture in their room may be subject to judicial action.

n. Visitation - Stetson University has a policy which requires that residents not host members of the opposite sex as guests within certain hours. Any behaviors engaged in by residents and/or their guests which infringe on the rights of roommates or hallmates may be considered a violation of this visitation policy, the Guest/Escort policy, and/or the policy addressing noise/disruptive behavior. Hours have been established during which residents MAY host guests as follows:

Conrad Hall, Gordis Hall-upper/lower 5, Fraternity and Sorority Houses:
Sunday through Thursday 10:00 a.m. - 12:30 a.m.
Friday and Saturday 10:00 a.m. - 2:00 a.m.

Carson/Hollis, Chaudoin, Gordis upper/lower 4 and 6, Nemec, Smith:
Monday through Thursday 10:00 a.m. - 12:30 a.m.
Weekends 10:00 a.m. Friday through 12:30 a.m. Monday.

Emily Hall, Stetson Hall, Foreign Language House and French House:
A policy of "24/7" visitation is in place for these residential buildings. Residents are expected to comply with the conditions agreed upon in their Roommate and Community Agreements. "24/7" visitation does not in anyway condone cohabitation. Residents must follow the Guest Policy as outlined in section 6d above.

ARTICLE III: Judicial Policies

A. Judicial Authority

1. The Dean of Students shall serve as the Student Judicial Officer and shall determine the composition of the judicial bodies and determine which judicial body shall be authorized to hear each case.
2. The Student Judicial Officer shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings which are not inconsistent with provisions of the Student Code.
3. Decisions made and sanctions imposed by a judicial body and/or Student Judicial Officer shall be final pending the normal appeal process.
4. A judicial body may be designated as arbitrator of disputes within the student community in cases which do not involve a violation of the Student Code. All parties must agree to arbitration, and to be bound by the decision with no right of appeal.

B. Adjudication Process

1. A student who is alleged to have violated the Student Code shall have the matter adjudicated by either an administrative hearing or a hearing by the Student Judicial

Council. Administrative hearings are usually conducted by the Student Judicial Officer, but the Student Judicial Officer may constitute a hearing board of three persons; one faculty member, one staff member and one student to hear certain cases. The Student Judicial Officer may also designate the Director or an Assistant Director of Residential Life as a judicial body to hear some cases.

2. Under certain circumstances a student may be required to have an administrative hearing. Such circumstances include, but are not limited to, the following: when the alleged violation involves a sensitive personal or academic issue, (such as cases of sexual misconduct), during finals week, between semesters, and in the summer when the Student Judicial Council is not in session.
3. Generally, violations of University residential housing policies are referred to the appropriate Residential Life/Student Activities staff members, but may be adjudicated by the Student Judicial Officer.
4. Alleged violations of University regulations by officially recognized student organizations are handled by the Director of Student Activities and Hollis Center.

C. Charges and Hearings

1. Any student, staff member, or faculty member may submit to the Student Judicial Officer charges against any student for misconduct. Such charges shall be submitted, in writing, to the Student Judicial Officer as soon as possible after the incident takes place.
2. The Student Judicial Officer shall make every effort to have alleged student misconduct matters considered as expeditiously as possible in order to remove any question of a student's continuance at the University.
    a. The Student Judicial officer will secure all available information concerning the alleged misconduct to determine if the charges have merit. If charges can be resolved administratively by mutual consent of the parties involved on a basis acceptable to the Student Judicial Officer, such disposition shall be final and there shall be no subsequent proceedings.
    b. If the student withdraws from the University before the matter is resolved, reentry shall not occur until the matter is resolved.
    c. However, in cases where civil or criminal charges are pending, or in cases where students involve their own counsel in the matter, the university may withhold adjudication pending further investigation or attempted resolution by legal counsel for the students and the university.
3. The Student Judicial Officer shall present all charges in writing to the accused student and shall inform the student to contact him/her within three (3) business days after the student has been notified of the charges to schedule a hearing. Notification will be attempted to either a campus address, or to the last address provided by the student to the University. It is incumbent upon the student to notify the University in the event of a change in his/her address. If the student fails to appear for a hearing and the Student Judicial Officer has, in good faith, exhausted all reasonable efforts to schedule a hearing, the Student Judicial Officer, on the basis of the information available, may make a determination of a violation of the Student Code and may impose a sanction for such violation. This decision shall be accomplished in writing to the student.
4. Hearings shall be conducted by a judicial body according to the following guidelines:
    a. Hearings on alleged violation(s) of the Student Code shall be private.
    b. Admission of any person to the hearing shall be at the discretion of the judicial body and/or the Student Judicial Officer.
    c. In hearings involving more than one accused student, the Student Judicial Officer, at his/her discretion, may permit the hearings concerning each student to be conducted separately.
    d. The complainant, the accused student, and the judicial body shall have the privilege of presenting witnesses at the hearing subject to cross-questions by the judicial body. Witnesses shall be present in a hearing only during the offerings of their information.
    e. All procedural questions are subject to the final decision of the Student Judicial Officer.
    f. The student shall be informed that the hearing is for the purpose of discussing the charges of alleged violation(s) of the Student Code. Further, the student shall be afforded the privilege to have an adviser present who does not appear

as a witness during a hearing. In cases where one student is bringing charges against another student, both students are afforded the privilege to have an adviser present. While students are permitted to select an adviser of their choice, parents and attorneys are not permitted to be advisers unless special permission is granted by the Student Judicial Officer. Advisers are not permitted to speak or to participate directly in any hearing before a judicial body. A student may seek assistance from an adviser in answering questions put forward to the student during the hearing. The student shall also be:

(1) afforded the privilege to remain silent and not have that silence an inference of a violation;

(2) informed that any oral or written statements that the student may make pertaining to the alleged violation may be presented in any subsequent proceedings;

(3) afforded the privilege to prepare a written statement concerning the alleged violation;

(4) informed that the academic, behavior, and co-curricular activities record may be presented as a part of any subsequent proceeding;

(5) presumed not in violation until a violation is determined;

(6) afforded the opportunity to review all evidence against him/her in any subsequent proceeding;

(7) Afforded the opportunity to obtain from the Student Judicial Officer, incident reports and other materials upon which the misconduct charge is based by requesting such materials in writing at least 48 hours preceding the established time for the disciplinary hearing. The University does not assume responsibility to make available these materials in advance of the hearing unless they have been formally requested in writing. The University shall make every effort to provide materials, once requested, as soon as possible, but in no case later than 24 hours prior to the hearing.

(8) afforded the privilege to appeal a decision by the judicial body to an Appellate Body (see Article V: Appeals).

g. At the conclusion of the proceedings, the judicial body shall determine (by majority vote if the judicial body consists of more than one person) whether the student has violated each section of the Student Code which the student is charged with violating.

(1) The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code. The findings shall be made by an examination of the evidence and statements offered by the student in the hearing.

(2) If the student is found to have violated the Student Code, the judicial body shall recommend to the Student Judicial Officer sanctions to be imposed. In cases where the Director or Assistant Director of Residential Life serves as the judicial body, he/she may impose the sanction(s). A letter outlining the judicial decision and any applicable sanctions will also be mailed to the student.

(3) A student's prior record (legal or disciplinary) shall not be used to determine or substantiate an alleged violation of the Student Code. However, a prior record may be considered in determining appropriate sanctions when the judicial body has determined a violation occurred.

(4) All information for a student found to be in violation of the Student Code will be placed in their student discipline file maintained in the Office of Dean of Students. This information is not placed in the general student information file.

h. Any student who fails to complete the sanction(s) issued in their judicial conference and outlined in the sanction letter, will be viewed as non-compliant. Noncompliance is looked on unfavorably by the University and may result in further disciplinary action against the student.

i. In all cases where it is determined that a student is not in violation of University and/or Residential Housing policy, no further action will be taken.

(5) Students may be accountable to both civil authorities and to the university for acts, which constitute violations of law and of the Student Code of Conduct. Although the Student Judicial Officer may choose to withhold adjudication pending the resolution of civil or criminal charges, disciplinary action at the university will normally proceed during the pendency of these proceedings and will not be subject to challenge on the grounds that civil or criminal charges involving the same incident have been dismissed or reduced. When a student has been charged by a civil authority for violation of law, the university will nether request nor agree to special consideration for the student solely because of his or her status as a student.

D. Sanctions

1. The following sanctions are among those which maybe imposed upon any student determined to have violated the student code of conduct.

a. Administrative Warning. A written notice that the student's behavior violated University regulations.

b. Formal Reprimand. A letter of disapproval for violation of University regulations that reflects unfavorably on the student or the University.

c. Restriction of Privileges. Denial of specific privileges for a definite period of time. Restrictions will be clearly defined.

d. Fines. Previously established and/or appropriate fines may be imposed.

e. Restitution. Compensation for damage, loss, theft, or injury. The judicial body shall set the amount and form of restitution which shall not exceed the fair amount of damage, loss, theft, or injury incurred.

f. Discretionary Sanctions. Such sanctions include, but are not limited to, work assignments, service to the University/Community or other educational requirements directly related to the violation. The provision will be clearly defined.

g. Residential Probation. A strong statement of disapproval for violation of residential housing policies and/or University regulations. Imposed for a specified period of time, residential probation includes the probability of more severe disciplinary sanctions, including removal from University housing, if the student is found in violation of the Student Code during the probationary period.

h. Disciplinary Probation. An encumbrance on the student's good standing at the University. Any subsequent violation of University regulations during the probationary period may result in separation from the University. A fixed term of probation not less than one semester in length may be specified. If no additional violation of University regulations occur, the student is returned to good standing at the conclusion of the probationary period. A student on disciplinary probation is deemed "not in good standing" for a period of time with the University and normally the student will:

(1) Forfeit the privilege to represent the University in any intercollegiate event, competition, or other manner;

(2) Forfeit the privilege of holding an office in any student organization recognized by the University or of any elected or appointed student office or University community assignment; and as appropriate,

(3) Perform such reasonable civic or campus service, non-credit academic assignments, or other developmental action related to the violation.

i. Residential Suspension. Removal from University on-campus residential facilities (residence hall, fraternity or sorority house, or auxiliary unit) for a definite period of time. Conditions for return to housing may be specified. Students suspended from University on-campus residential facilities are not permitted to visit any residential facility during the period of their suspension.

j. Disciplinary Suspension. Termination of the student's enrollment and exclusion of the student from the University for a specified period of time. During suspension, the student shall not be permitted to enroll in any courses offered by the University, either in residence or by correspondence, nor shall credit be given by the University for academic work taken at

another institution, or be permitted to enter any University facility, or be on the property of the University, during the term of their suspension. Students suspended from the University are not permitted to be on the campus and may not attend any University function unless given permission to do so by the Dean of Students. Conditions for readmission may be specified.

k. Expulsion. Termination of the student's enrollment and exclusion of the student from the University for an indefinite period of time, which in no instance shall be less than two calendar years from the date of the imposition of the sanction. Students expelled from the University are not permitted to enter any University facility, or be on the property of the University. Violators of this sanction could be subject to arrest for trespassing. This sanction includes the same restrictions listed in Article III (D)(1)(j): Disciplinary Suspension.

l. Enrollment Block. A letter stating that the student may not reenter Stetson University without prior approval from the Dean of Students when enrollment has been blocked for a previous disciplinary matter or medical reason.

2. More than one of the sanctions listed above may be imposed for any single violation.
3. In each case in which a judicial body determines that a student has violated the Student Code, the sanction(s) shall be imposed by the Student Judicial Officer. In cases in which persons other than or in addition to the Student Judicial Officer have been authorized to serve as the judicial body, the sanctions shall be recommended to the Student Judicial Officer by the judicial body. The Director and Assistant Director of Residential Life, serving as the judicial body, may be authorized to impose sanctions. The Student Judicial Officer will utilize the judicial body's recommendation in determining appropriate sanctions.

E. **Interim Suspension**

In certain circumstances, the Vice President for Administration, or designee, may impose a University or on-campus housing suspension prior to the hearing before a judicial body.

1. Interim suspension may be imposed only: (a) to ensure the safety and well-being of members of the University; (b) to ensure the student's own physical or emotional safety and well-being; or (c) if the student poses a definite threat of disruption of or interference with the normal operations of the University.
2. During interim suspension, the student shall be denied access to on-campus housing and/or the campus (including classes) and/or all other University activities or privileges for which the Vice President for Administration or the Student Judicial Officer may determine to be appropriate.

F. **Departure From Campus Following Suspension or Expulsion and Request for Reinstatement.**

1. Any student who has been required to withdraw from the University for disciplinary or medical reasons shall leave the premises immediately after being notified unless permission to remain longer is obtained from the Dean of Students or the Vice President for Administration.
2. Any student required to withdraw from the University for disciplinary reasons and who desires to be readmitted shall present his/her request in writing to the Dean of Students at least three (3) weeks prior to the beginning of the semester for which readmission is being requested.
    a. The status of any student resuming studies at the University after suspension or expulsion for disciplinary reasons shall be that of Disciplinary Probation (Article III, Section E, paragraph 1(h) for the first semester of reenrollment.
3. Any student required to withdraw from the University for medical reasons and who desires to be readmitted shall follow reenrollment procedures obtained from the Dean of Students.
4. After obtaining clearance for readmission, students must comply with deadlines and/or requirements of the University Bulletin in effect at the time of their reentry.

5. Any on-campus residential student who is required to withdraw from the University for judicial reasons shall not be eligible for a refund of residential charges and/or fees in accordance with their Housing Agreement.

ARTICLE IV: Student Judicial Council

A. A quorum of the Student Judicial Council to hear any case shall be two-thirds (2/3) of its voting members. Voting members are defined as all members not on leave of absence and not ineligible to vote because of their appearance as a witness or because of a conflict of interest.

B. The Council shall not be obligated to hear cases ready for adjudication in the last week of classes, before final examinations of an academic term, or during the summer. In such instances, the Student Judicial Officer shall have authority to hear all cases.

C. The proceedings of the council hearings shall be recorded electronically and the recording shall be maintained by the Student Judicial Officer.

ARTICLE V: Appeals

A. Decisions reached by the Student Judicial Board, a board convened by the Student Judicial Officer, or by the Student Judicial Officer alone may be appealed by accused students to a University Appellate Board. The student shall adhere to the following stipulations:
   1. Appeal requests shall be in writing and shall be delivered to the Vice President for Administration or his/her designee within seven (7) calendar days of delivery of the decision.
   2. In appealing a judicial decision, said appeal must fall into one of the following categories:
      a) The student has new evidence available that was not available prior to the original hearing.
      b) The judicial process as outlined in this publication was not adhered to during the student's original hearing.
      c) The sanctions are not appropriate to the violation for which the student has been found responsible.

B. Upon receipt of the appeal request, the Vice President for Administration or his/her designee shall evaluate the request and decide whether an appeal will be granted. If an appeal is granted, the appeal will be considered by the University Appellate Board. The Board includes the Vice President for Administration or his/her designee as chair, two faculty members, one Student member, and one University staff member.
   1. A time and place for the appeal hearing shall be set as soon as is practical. If the Board is unable to meet during the semester in which the alleged offense occurred, the appeal hearing shall take place no later than the fifth class day of the next semester.
   2. The Board may elect to decide the appeal based solely on information contained in the written appeal and the record of the previous judicial proceeding. However, the Board may elect to include a conference with the parties in the case.
   3. The burden of proof in an appeal shall be upon the accused student to prove his/her case by a preponderance of the evidence or information.

C. Immediately after hearing an appeal, the Board will deliberate. Upon conclusion of its deliberation, the Board shall inform the student of its decision. A formal letter outlining the decision shall be sent by the chair of the Board to the student and all parties indicated on the original disciplinary sanction letter.

D. 1. The Board may either:
      a. Affirm the original decision; or
      b. Modify the original decision, reverse the decision and dismiss the charges; or
      c. Alter the sanctions.
   2. The decision of the Board shall be the final appeal authority for the University for all cases of a disciplinary nature.

E. A decision reached or a sanction imposed by the Director or Assistant Director of Residential Life serving as a hearing officer may be appealed by the accused students to the Student Judicial Officer.

1. The student shall follow the same procedures outlined in Section A above.
2. Upon receipt of the appeal, the Student Judicial Officer may make a decision based solely on the information provided or may choose to meet with the individuals involved. The Student Judicial Officer may choose to convene a board to respond to the appeal. This board shall be made up of 2 Administrative staff members (1 to be designated as chairperson), 2 faculty members, and one student member. A formal letter outlining the decision will be forwarded to the student and to all parties indicated on the original sanction letter.
3. The Student Judicial Officer or the board may:
    a. Affirm the original decision; or
    b. Modify the original decision, reverse the decision or dismiss the charges; or
    c. Alter the sanctions.

ARTICLE VI: Standard of Evidence

A. The standard of evidence used in disciplinary decision making shall be that of a preponderance of the evidence or information presented (it is "more likely than not" that the accused student violated the Student Code).
B. The admissibility of evidence or information presented for consideration to a judicial body may be at the discretion of the chairperson and/or the Student Judicial Officer.

ARTICLE VII: Disciplinary Files and Records

A. Case referrals may result in the development of a disciplinary file in the name of the accused student. Other than University suspension or expulsion or in cases where an enrollment block is imposed, disciplinary action shall not be made part of the student's academic record, but shall become part of the student's judicial file.
    1. Records of judicial proceedings for students found to have violated the Student Code shall be retained as a disciplinary record by the Student Judicial Officer in the Office of Student Judicial Affairs for six years from the date of the sanction or four years after the student's graduation from the University, whichever comes first. Records shall be kept in a secured file and subject to limited access by the chairperson of a judicial body and/or the Student Judicial Officer and the Vice President for Administration.
        a. Any accused student may request that the hearing proceedings before a judicial body be recorded electronically. The Student Judicial Officer may also choose to record the proceedings. The recording shall be the property of the University. The student may request a transcribed copy of the proceedings (provided at a minimal cost) and such request shall be made in writing to the Student Judicial Officer. Electronic recordings of the proceedings will be maintained and available until the Appeal time period has been exhausted; at that time the electronic recordings of the proceedings will be removed from the record.
        b. Students may request either access to, or copies of their judicial records. Such requests should be made in writing to the office of Student Judicial Affairs. Students will only be granted access to written reports and sanction letters contained in their judicial file.
    2. In all such cases where the accused student is not found in violation of the Student Code, such finding shall be clearly noted in the records.
B. Disciplinary records may be retained for longer periods of time or permanently if a student was suspended, expelled or blocked from enrollment, and in situations that may result in future litigation.
    1. Disciplinary records may be destroyed by the Vice President for Administration or his/her designee for good cause except in cases which resulted in suspension or expulsion, upon written request by the student to the Student Judicial Officer.
    2. Factors to be considered in review of such petitions shall include:
        a. the nature of the violation(s) and the severity of any damage, loss, theft or injury;
        b. the student's compliance with the University's disciplinary sanction(s); and/or
        c. the student's present demeanor and conduct subsequent to the violation.

RESIDENTIAL LIFE
PROGRAM PHILOSOPHY

Student Development
The residence hall is your basic living environment while attending Stetson University. The experiences you gain while living with your peers constitute fundamental parts of your education and growth within and outside of the classroom. In fact, it is within your residence hall that your intellectual and social development come together. Our goal is to help you become a competent, mature individual, fully responsible for yourself, your actions and your decisions.

Community Development
The Residential Life staff seeks to promote a sense of community within each floor of your residence hall. A community is a group of individuals which respects the rights and privacy of each other and functions together to promote the growth of the community for the benefit of all members. It is different from your home communities because the on-campus community is largely comprised of students seventeen to twenty-two years of age who share common goals; that is, pursuing higher education and experiencing the transition from living at home to living on their own.

This transition is difficult and can be complicated with the stresses and pressures of succeeding at college. Building a sense of community in the halls helps to establish peer support groups among residents. These groups along with the support from family and friends significantly improve a student's adjustment and success at college.

To help you build a genuine community, staff and returning student leaders first provide a variety of opportunities for students to meet and interact. Scheduled activities (such as intramural sports, organized socials, and educational programs) help students to create a strong community. Successful communities are defined in several ways. Floors with successful communities have very active residents. These residents help plan events for their floor, buildings and areas. Further, students take responsibility for the facilities by keeping damage and vandalism at a minimum. Students in a successful community take pride in their living area by fostering an environment which gives each student the opportunity to develop intellectually, socially, and personally.

Overall, our goal is to provide students the opportunity to learn from their experiences and become responsible adults. By learning about the various cultures represented within the college environment and sharing those experiences with peers, students are given the opportunity to prepare for life after completing their college experience.

Residential Life & Greek Life Staff

Assistant Directors
The Assistant Directors of Residential Life (ADs) are professional staff members who have the responsibility of providing supervision and support for the overall residential life program. Their offices are located on the second floor of the Carlton Union Building. The ADs live in the residence halls allowing them to be more aware of the day-to-day lives of students. They are responsible for supervising and coordinating the programming efforts of the Residence Hall Directors and Resident Assistants, and conducting staff training and development for building staffs. They are also available to counsel and advise students and assist with roommate conflict mediation.

Residence Hall Directors
Each residence hall operates under the direction of a Residence Hall Director (RHD) who lives in the building. She/He has the responsibility of providing leadership for the Resident Assistants in your building. The Residence Hall Director is a student like yourself who is skilled at helping, listening, organizing and planning for and with students. Residence Hall Directors go through extensive training to help students in their adjustment to the college experience. They are also well prepared to help answer questions and resolve problems which arise in the building. These upper-class students are available to help you and other residents create a positive community atmosphere in the hall. This includes confronting inappropriate behavior and meeting with students for disciplinary problems. The Residence Hall Directors are directly supervised by the Assistant Director of their respective area.

Resident Assistants
Resident Assistants (RA's) are also undergraduate staff members who reside on the floors with residents in each building. Your RA will quickly become one of the most important persons you will know during your stay in the residence halls. S/he is responsible for assisting in your personal and academic growth and promoting a positive atmosphere on the floor. Your RA is committed to serving as a planner, a programmer, a listener, an advisor, a resource person, and a university representative. They are also responsible for ensuring students act responsibly within the residence hall environment. RA's are students who have experienced much of what you will be going through and can serve as a valuable support as you pass through your own experiences.

Residential Life Staff

Director of Residential Life	TBA	CUB Room 229	822-7201
Associate Director of Residential Life	Michaelle Finch	CUB Room 216	822-7201
Assistant Director for Residential Life	TBA	CUB Room 216	822-7201
Assistant Director for Residential Life	Patty Henke	CUB Room 216	822-7201

Residence Hall Directors

Carson/Hollis Halls	*Amanda Segur*	Carson Hall	740-6170
Gordis Hall	*Eric Russell*	Gordis Hall	740-6392
Nemec Hall	*Nicole Galinat*	Nemec Hall	740-6562
Smith Hall	*Renee' Dickinson*	Smith Hall	740-6587
Chaudoin Hall	*Jennifer Ford*	Chaudoin Hall	740-6007
Conrad Hall	*Deanna Abdin*	Conrad Hall	740-6135
Emily Hall	*Casey Wagner*	Emily Hall	740-6215
Stetson Hall	*Liesel Winchester*	Stetson Hall	740-6675

Fraternity Counselors
Fraternity Counselors (FC's) are graduate or upper-level student staff members with the primary live-in responsibility for the student development, programming and administrative management of their respective fraternity house. By establishing and maintaining a cooperative relationship with the leadership and general membership of the fraternity, the Fraternity Counselor strives to accomplish the educational goals of Stetson University, and the Residential and Greek Life Programs.

Sorority Counselors
Each sorority house is directed by a Sorority Counselor (SC's) who is responsible for the overall management of the house. The Sorority Counselors are available to confront, counsel, and advise students, as well as develop programs which will assist the leadership and membership of the sorority in meeting their social and educational needs. The Sorority Counselors also strive to accomplish the educational goals of Stetson University, and the Residential and Greek Life programs.

Staff Duty
There is a staff member on duty each evening for each residence hall and for the Fraternity and Sorority Houses. To find the name and phone number of the staff member on duty for a particular evening, check the door of your Resident Assistant's, Fraternity Counselor's or Sorority Counselor's room. RA/FC/SC staff begin duty at 7:00 p.m. each evening. They will remain on duty and are available to students until 7:00 a.m. the following morning.

RA's on duty each evening will report to a Residence Hall Director on duty. Residence Hall Directors are available in cases of emergency as back up support to the RA's. The Residence Hall Director duty schedule is also posted on your Resident Assistant's door. Residence Hall Director duty is as follows:
Sunday through Wednesday evenings:

One Residence Hall Director is on duty for the campus. Duty begins at 5:00 p.m. and ends at 7:00 a.m. the following morning.
Thursday, Friday, and Saturday evenings:

One Residence Hall Director in each area is on duty for their area. Duty begins at 5:00 p.m. and ends at 5:00 p.m. the following evening.

Greek Life Staff

Assistant Director of Student Activities (Supervisor of Greek Life)	Kelly Sullivan	Hollis Center	822-7237

FRATERNITY COUNSELORS		SORORITY COUNSELORS	
Delta Sigma Phi	740-6793	Alpha Chi Omega	740-2818
Lambda Chi Alpha	740-6795	Alpha Kappa Alpha	740-2840
Phi Sigma Kappa	740-6794	Alpha Xi Delta	740-2827
Pi Kappa Phi	740-6791	Delta Delta Delta	740-2858
Sigma Phi Epsilon	740-6792	Pi Beta Phi	740-2852
Sigma Nu	738-6752	Zeta Tau Alpha	740-2805

FIRE SAFETY PROCEDURES

If you suspect or see a fire in the residential facilities you should:

1. Pull the closest fire alarm as you exit the building.
2. Call the DeLand Fire Department at 9-911.
3. Call Stetson Public Safety at extension 7300.
4. Notify a staff member of your sighting or suspicion.

AT NO POINT SHOULD STUDENTS
PUT THEMSELVES OR OTHERS AT RISK
WHEN THE ALARM SOUNDS,
LEAVE THE BUILDING IMMEDIATELY!

Fire drills, false alarms, and genuine fire alarms are indistinguishable from one another. You must evacuate the building whenever the fire alarm is sounded. Because of the variations in physical design of each of the residence facilities on the campus, see your building staff for specific evacuation instructions.

Here are a few guidelines to follow to prevent the possibility of fire:

1. Avoid using flammable room decorations.
2. Use of candles, open flames or incense of any kind is prohibited.
3. Do not overload circuits. Never use multiple plugs or extension cords.
4. Do not place electrical wiring under rugs, carpets, mattresses, bed springs, or around door and window casements.
5. Never use frayed or broken wires.
6. Use of live Christmas trees is prohibited in the residential facilities. No Christmas trees of any type should ever be placed in corridors or stair-wells. Never store gasoline, oil, oil base paint or oily rags in residential facilities.
7. Report any fire or empty fire extinguishers to your residential staff member.

Residents should do the following when the fire alarm sounds:

1. Proceed immediately to the nearest designated exit. When possible:
   - Wear a jacket and shoes.
   - Take a large bath towel (to cover your face in the event of intense heat and/or dense smoke.)
   - Close your room windows.
   - Leave the ceiling light on.
   - Leave your room door closed but unlocked.
2. Residents who are in rooms other than their own at the time of the alarm should evacuate the building with the residents of the flooron which they are visiting.
3. Once out of the facility, stay away from the area immediately surrounding the building.
4. Do not reenter the building until given permission by the Fire Department or Public Safety.
5. If there is a fire, certain precautions should be taken.
   - Stay low to the floor to protect yourself from smoke and toxic gases.
   - Check your door before opening it. If it is hot, DO NOT OPEN the door. If the door is cool and your path is clear to the exit, leave the building as soon as possible, closing the door behind you.
   - If you cannot leave your room, DO NOT panic. Sheets and towels placed at the base of the door will help keep smoke out of the room. Signal for fire fighters by hanging a sheet or blanket out of a window or use a flashlight, then stay low.

All rooms in a fire area are immediately searched by fire fighters who arrive only minutes after an alarm is activated.

RESIDENTIAL LIFE ADMINISTRATIVE PROCEDURES AND SERVICES

Belongings Between Semesters

Residents may leave their belongings in their rooms between the Fall and Spring semesters. All belongings must be removed at the end of the Spring semester and at the end of the Summer semester. The University cannot be responsible for any lost or stolen objects. If belongings are left in your room during the allowed periods and you decide not to return to Stetson you must remove your belongings immediately, but no later than the Wednesday prior to the official opening of the residential facilities or you will be billed for having those items placed into storage. Articles left in storage for 20 days without the student being enrolled will be discarded.

Check In/Check Out Procedures

Prior to the students' arrival, Residential Life and Student Life staff members will complete a Room Inventory Form for each student space. Students are required to review and sign these forms on the day of check-in to verify the condition of their living space when they arrive.

At the end of the contract period, each student must complete the following steps in order to properly check out of the building:

1. Sign up for a check out time with your Resident Assistant, Fraternity Counselor or Sorority Counselor.
2. Restore the walls, ceilings, doors, and windows to their original state by removing posters, decals, and other coverings.
3. All drawers must be emptied and dusted out.
4. All personal property and trash must be removed from the building.
5. University beds which have been disassembled must be reassembled.
6. Windows should be locked, and air conditioning and lights turned off.
7. Complete the Check-Out portion of the Room Inventory Form with your staff member.
8. Return your room and building access keys to Residential Life (CUB 216).
9. Failure to complete these steps properly at check out will result in a $50.00 charge for improper checkout, as well as a possible $25.00 cleaning charge. Failure to return your room key will result in a $50.00 charge; failure to return your building access key will result in a $25.00 charge.

Community Agreements

Following check-in, each floor will develop a Community Agreement defining the standards for behavior within their particular community. Community Agreements are developed within the parameters of the Student Code of Conduct. Once developed, all residents of that floor will be held accountable for upholding the Agreement. If changes are needed during the year, floor members should organize a Floor Meeting and revise their original Agreement.

Consolidation

If one of the residents of a double room moves from that room, the Department of Residential Life may assign a roommate for the remaining resident. In some cases, consolidation may occur; that is, moving students together who are in a double room by themselves. Depending on space constraints and occupancy rates, the Department of Residential Life may offer, for a fee, students who are living alone in a double room the option of requesting a double room as a single. Should this option be available, the department will notify students in writing in advance. Those students who do not wish to select the double as a single option may be subject to consolidation.

Furnishings

The University provides each resident with a bed, mattress, desk and chair, drawer space, and in some cases bookshelves, desk lights, and nightstands. Students are responsible for maintaining the condition of the furnishings in their room and in any common areas, such as lounges and lobbies. Students may arrange furniture within a room in any reasonable manner, providing that all furniture is placed in its original location at check-out. All University furniture must remain in it's original room. Furniture may not be moved from one room to another. Extra furniture resulting from a vacancy in a room may not be moved into hallways, storage, or common areas. Beds which have been disassembled to allow for construction of a loft must be stored in the student's room. Students may be charged the full replacement cost of furniture removed from their room.

Furnishings provided for lounges and community rooms may not be moved to a room. Students who move furniture from common areas into rooms may face a minimum fine of $25.00.

Holiday Periods

All residential facilities will be closed during official University holiday periods. All students are expected to leave the residence halls during the holiday periods. Contract extensions may be granted during holiday periods for academic reasons only. All requests for contract extensions should be made through your Assistant Director. Students may be billed for the period of the contract extension. Students granted permission to remain in the residence halls may be required to consolidate into one building for reasons of safety and security. Please refer to the residence hall schedule for the 2004-2005 academic year as printed in the calendar section of this handbook for dates and times of hall closings and openings.

Keys

If a resident loses his/her room key, s/he should report the loss to the Office of Residential Life. Residents reporting lost room key(s) will have their room re-keyed with a new lock and each resident of the room will be issued a new key. Each time a key is lost, the resident responsible will be charged $50.00 for replacement of the room key(s) and the lock change. Facilities Management will notify the resident when the new key is ready for pick up by placing a sticker on that resident's room door. It will then be the resident's responsibility to pick up the new key(s) from the Office of Residential Life within 24 hours. The student will be charged a $25.00 replacement cost for a building access key. Residential facility keys should not be commercially copied as the use of copy keys results in excessive wear and damage to the door locks. If a resident is found to be using a commercially copied key (i.e., other than a Stetson-issued key) s/he will be charged a $50.00 fine, as well as the replacement cost to rekey/recore the lock and make new keys. These fines are subject to change based on the key access system(s) utilized.

Lofts

Personally owned lofts may only be constructed in Emily Hall, Chaudoin Hall, or the sorority houses.. Construction must meet basic fire and safety standards. Prior to constructing a loft, each resident involved must complete a Loft Construction Agreement which lists the specific guidelines for loft construction. All lofts will be inspected by the Assistant Director of Residential Life and a Facilities Management representative. University beds disassembled for loft construction must be stored in the student's room and reassembled at the time of check out. Students will be charged $50.00 for beds not reassembled and $100.00 for lofts not removed at checkout. If a resident chooses to construct a loft, s/he will be responsible for any damage in the room caused by the loft.

Lounge Furnishings

The furniture in public areas is provided for the use of all residents and is not to be moved into students' rooms. Student(s) found to have lounge furniture in their room may be subject to judicial action.

Room Changes

A week is designated early in each semester as Room Change Week. All students desiring to initiate a move should do so by informing their Assistant Director during this week. See your RA, HR, or Assistant Director for details. Only those students who follow the guidelines of the process will be eligible to move. Residents who change rooms without obtaining approval from Residential Life may be required to move back to their assigned room. In addition, a $50.00 fine for each person involved may be assessed.

Roommate Conflicts

In the event of a roommate conflict, every attempt will be made to work with the residents involved to resolve the conflict. Should you be experiencing difficulty with your roommate, take the initial step of sitting down and reasonably discussing your concerns together to attempt to resolve differences. Should you find further assistance is needed, your Resident Assistant/Fraternity Counselor/Sorority Counselor should be contacted to serve as a mediator for you.

Should a conference with your Resident Assistant /Fraternity Counselor/Sorority Counselor be unsuccessful, consult with your Residence Hall Director. She/He will meet with you and your roommate to discuss the concerns at issue. In an effort to assist the staff in resolving the conflict, students must realize their responsibility for compromising and reasonably negotiating the conflict which exists. In the event a Residence Hall Director conference is unsuccessful, a conference with the Assistant Director for your area is required. Contact your Assistant Director to schedule an appointment for you and your roommate together.

No student will be permitted to make a change in his/her room assignment without written approval of the Assistant Director(s) responsible for their area.

Roommate Agreements

Roommate pairs at the beginning of the year, or those experiencing conflict during the year may want to consider, or may be asked to complete a Roommate Agreement similar to the Community Agreement Your Resident Assistant can help in these situations. Residents will be held accountable for upholding the conditions of the agreement. This document is intended to serve as an agreement between roommates to ensure that each individual's rights are respected. Your level of enjoyment and satisfaction from residence hall living will depend to a large extent on the thoughtful consideration you demonstrate for one another. As roommates, you should mutually determine the decisions and the stipulations of the behavioral contract and endorse it.

Room Decorations

Decorations used for seasonal and/or special events must be of fire retardant material. Live Christmas trees, wreaths, or boughs are not permitted in the residential facilities. No partitions, dividers, or screens may be assembled or constructed in any room which would violate fire safety requirements. Residents may not paint walls, assemble shelves, bike racks, or fixtures of any kind without approval from their Assistant Director. Residents found to have done any of the above will be asked to remove the particular items and will be charged for repairs needed to restore the room to its original condition. Residents are not to make repairs themselves.

Special Interest Housing

Stetson University offers a variety of special interest housing options including Honors Housing, Housing, the Foreign Language House and the French House. Students living in Special Interest Housing areas will be held to the terms and conditions contained in the Community Agreement developed for their particular residential facility. Any student not upholding their Special Interest Housing Community Agreement may be asked to relocate to another residence hall.

Sports Activities

Recreational areas and playing fields are located near most residential facilities. Because of the risk of personal injury, damage to University or individual property, or disruption within the living environment, sports activities (including but not limited to golf, frisbee, roller-blading or skating, football, hockey, etc.) and the use of any sporting equipment are not permitted inside residential facilities except in designated areas.

CALENDAR

CALENDAR

✓→

WEDNESDAY

18

AUGUST

International Students Arrive (Residence Halls open for International Students ONLY)

Activation of Registration begins

Women's Soccer vs. Seminole Ice, 5:00 p.m.

Senior Open House, Admissions

THURSDAY

19

International Student Orientation at Center for International Education, 8 a.m. - 5 p.m.

FRIDAY

20

International Student Orientation at Center for International Education, 8 a.m. - 5 p.m.

SATURDAY

21

FOCUS (new student orientation) begins

Residence Halls open 8:00 a.m. (NEW STUDENTS ONLY) (Office Open 8 a.m. to noon)

Dining Services and Hat Rack opens 11:00 a.m.

Hollis Center Opens (reduced hours through August 25

CONVOCATION 4 – 5 p.m.

AUGUST

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	**23**	**24**	**25**	**26**	**27**	**28**
29	30	31				

WEEKLY GOALS ✓

Academic Integrity – *"An education isn't how much you have committed to memory, or even how much you know. It's being able to differentiate between what you know and what you don't." – Anatole France*

SUNDAY

22

Residence Halls open 12:00 noon. (Returning Students) (Office Open Noon to 4 p.m.)

Women's Soccer vs. Flagler, 2:00 p.m.

MONDAY

23

Meet with faculty and finalize course registration

Men's Soccer vs. Rollins College (Home)

TUESDAY

24

Meet with faculty and finalize course registration

✓→

WEDNESDAY

Classes Begin

25

THURSDAY

Activation of Registration ends at 4:30 p.m.

26

FRIDAY

27

SATURDAY

Men's Soccer vs. Embry-Riddle (Home)

28

AUGUST

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	**30**	**31**				

WEEKLY GOALS ✓

SUNDAY

29

MONDAY

30

Room Change Period I (fall)

Hollis Center Group Fitness Classes Begin

TUESDAY

31

Room Change Period I (fall)

Faculty Recital, David Coash, percussion, EH, 7:30 p.m.

✓→

WEDNESDAY

Room Change Period I (fall)

Last Day to ADD Course for Credit

Last day to DROP Course without Financial Penalty (if paying per credit hour)

Men's Soccer vs. Flagler College (Home)

Organization Fair, Rinker Field House, 5:00 p.m.

1 SEPTEMBER

THURSDAY

Room Change Period I (fall)

2 SEPTEMBER

FRIDAY

Faculty Recital, Michael Rickman, Piano, EH, 7:30 p.m..

3 SEPTEMBER

SATURDAY

4 SEPTEMBER

SEPTEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	**6**	**7**	**8**	**9**	**10**	**11**
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

WEEKLY GOALS ✓-

Environmental Responsibility – *"To cherish what remains of the Earth and to foster its renewal is our only legitimate hope of survival." – Wendell Berry*

SUNDAY

5

MONDAY

6

Labor Day (University Holiday-- no classes)

TUESDAY

7

Registration Deadline for Intramural Flag Football, 5:00 p.m.

Volleyball vs. Georgia Southern (Home)

✓→

WEDNESDAY

Dennis Haskins, Rinker Field House, 8 p.m.

8

THURSDAY

Captain's Meeting for Intramural Flag Football

9

FRIDAY

Last Day to Change Meal Plan Selection

CMENC Benefit Concert, EH, 7:30 p.m.

10

SATURDAY

Faculty Recital, Jim Bishop, saxophone, EH, 7:30 p.m.

11

WEEKLY GOALS ✓

SEPTEMBER

S	M	T	W	T	F	S
			1	2	3	4
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12	**13**	**14**	**15**	**16**	**17**	**18**
19	20	21	22	23	24	25
26	27	28	29	30		

SUNDAY

12

MONDAY

13

Intramural Flag Football Play Begins

Values Council Series, Jean Kilbourne, Edmunds Center, 7:00 p.m., Cultural Credit

TUESDAY

14

Una Voce, clarinet quartet, EH, 7:30 p.m.

Men's Soccer vs. Florida Tech (Home)

✓→

WEDNESDAY

Hispanic Heritage Month

15

THURSDAY

Hispanic Heritage Month

16

FRIDAY

Hispanic Heritage Month

Faculty Chamber Recital, Ann Adams, coordinator, EH, 7:30 p.m.

Volleyball vs. Lehigh (Home)

17

SATURDAY

Hispanic Heritage Month

Volleyball vs. Florida Atlantic (Home)

18

SEPTEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	**20**	**21**	**22**	**23**	**24**	**25**
26	27	28	29	30		

WEEKLY GOALS ✓

SUNDAY

19

Hispanic Heritage Month

Women's Soccer vs. Western Carolina, 2:00 p.m.

MONDAY

20

Hispanic Heritage Month

ITS Week

Registration Deadline for Intramural Inner Tube Water Polo, 5:00 p.m.

TUESDAY

21

Hispanic Heritage Month

ITS Week

Derrick Bell, SR, 7:00 p.m., "The Black That Brown Failed", Howard Thurman Lecture Series

✓→

WEDNESDAY

Hispanic Heritage Month

ITS Week

Stetson Idol, EHC, 8 p.m.

Volleyball vs. Savannah State (Home)

22

THURSDAY

Hispanic Heritage Month

ITS Week

Stetson Idol, EHC, 8 p.m.

Captain's Meeting for Intramural Inner Tube Water Polo

23

FRIDAY

Hispanic Heritage Month

ITS Week

Chamber Orchestra with Jim Bishop, saxophone, Anthony Hose, conductor, EH 7:30 p.m.

Volleyball vs. Mercer (Home)

24

SATURDAY

Hispanic Heritage Month

ITS Week

Intramural Inner Tube Water Polo play begins

Faculty Recital, Jesus Alfonzo, viola, EH, 7:30 p.m.

Volleyball vs. Georgia State (Home)

ITS Day

25

SEPTEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	**27**	**28**	**29**	**30**		

WEEKLY GOALS ✓

SUNDAY

26

Hispanic Heritage Month

MONDAY

27

Hispanic Heritage Month

TUESDAY

28

Hispanic Heritage Month

Volleyball vs. Jacksonville (Home)

✓→

WEDNESDAY

Hispanic Heritage Month

29

THURSDAY

Hispanic Heritage Month

30

FRIDAY

Hispanic Heritage Month

Men's Soccer vs. UCF (Home)

Women's Soccer vs. Georgia State, 2:00 p.m.

1

OCTOBER

SATURDAY

Hispanic Heritage Month

2

OCTOBER

OCTOBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

WEEKLY GOALS ✓

Wellness – *"You can learn more about a person in an hour of play than in a lifetime of conversation."- Plato*

SUNDAY

3

Hispanic Heritage Month

Men's Soccer vs. Florida Atlantic (Home)

Women's Soccer vs. Mercer, 1:00 p.m.

MONDAY

4

Hispanic Heritage Month

TUESDAY

5

Hispanic Heritage Month

Faculty Recital, Lloyd Linney, soprano, Michael Rickman, piano, EH, 7:30 p.m.

Volleyball vs. Bethune-Cookman (Home)

ITS Volunteer Training

✓→

WEDNESDAY

6

Hispanic Heritage Month

Greek Recruitment Registration

THURSDAY

7

Hispanic Heritage Month

Greek Recruitment Registration

FRIDAY

8

Hispanic Heritage Month

SATURDAY

9

Hispanic Heritage Month

OCTOBER

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	**11**	**12**	**13**	**14**	**15**	**16**
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

WEEKLY GOALS ✓

SUNDAY

10

Hispanic Heritage Month

MONDAY

11

Hispanic Heritage Month

FALL BREAK

Residence Halls Remain Open

Commons closed/Hat Rack Open – Limited Hours

TUESDAY

12

Hispanic Heritage Month

FALL BREAK

Residence Halls Remain Open

Commons closed/Hat Rack Open – Limited Hours

✓→

WEDNESDAY

13

Hispanic Heritage Month

THURSDAY

14

Hispanic Heritage Month

Men's Soccer vs. Belmont

Eric Foner, SR, 7:00 p.m., "Race, American Freedom and New Ways of

Understanding History", Howard Thurman Lecture Series

Fall Formal Greek Recruitment

FRIDAY

15

Hispanic Heritage Month

Fall Formal Greek Recruitment

Grade deficiency reports due to Registrar via Banner Web

Registration Deadline for Intramural Darts and Table Tennis

Faculty Recital, Stephen Ng, tenor, EH, 7:30 p.m.

Volleyball vs. Gardner-Webb (Home)

Women's Soccer vs. UCF, 4:00 p.m.

SATURDAY

16

Fall Formal Greek Recruitment

University Symphonic Band, Bobby Adams, conductor, EH, 7:30 p.m.

Men's Soccer vs. Lipscomb (Home)

Volleyball vs. Campbell (Home)

WEEKLY GOALS ✓

OCTOBER

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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	**18**	**19**	**20**	**21**	**22**	**23**
24	25	26	27	28	29	30
31						

SUNDAY

17

Diversity Week

Fall Formal Greek Recruitment

MONDAY

18

Diversity Week

Captain's Meeting for Intramural Darts and Table Tennis

Registration Deadline fo Intramural Indoor Volleyball

Values Council Series, Anthony Cortese, SR, 7:00 p.m., Cultural Credit

TUESDAY

19

Diversity Week

✓→

WEDNESDAY

Diversity Week

Intramural Darts and Table Tennis play begins

20

THURSDAY

Diversity Week

Captain's Meeting for Indoor Volleyball

Women's Soccer vs. Campbell, 4:00 p.m.

21

FRIDAY

Diversity Week

Mid-Term Withdrawal date and Last Day to Drop Course without Academic Penalty

University Orchestra, Anthony Hose, conductor, EH, 7:30 p.m.

MSC Leadership, FL Southern

22

SATURDAY

Diversity Week

MSC Leadership, FL Southern

Women's Soccer vs. Gardner-Webb, 2:00 p.m.

ITS Day & Make a Difference Day

23

WEEKLY GOALS ✓

OCTOBER

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	**25**	**26**	**27**	**28**	**29**	**30**
31						

SUNDAY

24

National Alcohol Awareness Week

MONDAY

25

National Alcohol Awareness Week

Intramural Indoor Volleyball Play Begins

Registration Deadline for Intramural Basketball

Academic Advising for Upper-class Student for Spring Semester

TUESDAY

26

National Alcohol Awareness Week

Academic Advising for Upper-class Student for Spring Semester

✓→

WEDNESDAY

27

National Alcohol Awareness Week

Academic Advising for Upper-class Student for Spring Semester

Halloween Horror Night

THURSDAY

28

National Alcohol Awareness Week

Academic Advising for Upper-class Student for Spring Semester

Captain's Meeting for Intramural Basketball

FRIDAY

29

National Alcohol Awareness Week

Family Weekend

Academic Advising for Upper-class Student for Spring Semester

Faculty Recital, Jean West, flute, EH, 7:30 p.m.

SATURDAY

30

National Alcohol Awareness Week

Family Weekend

Daylight Savings Time Ends

Volleyball vs. UCF (Home)

Hypnotist Tom Deluca, EHC, 8 p.m.

WEEKLY GOALS ✓

NOVEMBER

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

SUNDAY

31

OCTOBER

Family Weekend

Percussion Ensemble Concert, David Coash, director, EH, 2:30 p.m.

MONDAY

1

Intramural Basketball Play Begins

Registration for Upperclass Students for Spring Semester

TUESDAY

2

Registration for Upperclass Students for Spring Semester

Jazz Combos Concert, George West, director, EH, 7:30 p.m.

✓→

WEDNESDAY

3

THURSDAY

4

FRIDAY

5

SATURDAY

6

ITS Day

WEEKLY GOALS

NOVEMBER

S	M	T	W	T	F	S
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7	**8**	**9**	**10**	**11**	**12**	**13**
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Community Service – *"Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it's the only thing that ever has."* – *Margaret Meed*

SUNDAY

7

Faculty Recital, Tres Vientos, Ann Adams, oboe, Jean West, flute, Lynn Musco, Clarinet, EH, 7:30 p.m.

MONDAY

8

Values Council Series, Joan Jacobs Brumberg, SR, 7:00 p.m., Cultural Credit

Academic Advising for First-year students for Spring Semester

Greenfeather

TUESDAY

9

Academic Advising for First-year students for Spring Semester

Woodwind Ensembles, Lynn Musco, director, EH, 7:30 p.m.

Volleyball vs. Flagler College (Home)

Greenfeather

✓→

WEDNESDAY

10

Academic Advising for First-year students for Spring Semester

Volleyball vs. Embry-Riddle (Home)

Greenfeather

THURSDAY

11

Greenfeather

Registration for First-year students for Spring Semester

FRIDAY

12

Greenfeather

Opera scenes, Russell Franks, director, EH, 7:30 p.m.

SATURDAY

13

Roll of Distinction concert, Southern Winds, Bobby Adams, conductor, EH, 7:30 p.m.

Senior Open House, Admissions

WEEKLY GOALS ✓

NOVEMBER

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21	22	23	24	25	26	27
28	29	30				

SUNDAY

14

Hall of Fame Concert, University Symphonic Band, Bobby Adams, conductor, EH, 4 p.m.

MONDAY

15

International Education Week

TUESDAY

16

International Education Week

Brass Ensembles, David Schmidt, director, EH, 7:30 p.m.

✓→

WEDNESDAY

International Education Week

Jazz Ensemble, George West, director, Stetson Room, 7:30 p.m.

17

THURSDAY

International Education Week

Steven Han, SR, 7:00 p.m., "A Nation Under Our Feet", SR, 7:00 p.m., Howard Thurman Lecture Series

18

FRIDAY

International Education Week

University Orchestra with concerto Competition Finalists, Anthony Hose, conductor, EH, 7:30 p.m.

19

SATURDAY

Community School of the Arts, Youth Chamber Orchestra Concert, Routa Kroumovitch, conductor, EH, 5:00 p.m.

20

WEEKLY GOALS ✓

NOVEMBER

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14	15	16	17	18	19	20
21	**22**	**23**	**24**	**25**	**26**	**27**
28	29	30				

SUNDAY

21

Guitar Ensembles, Stephen Robinson, director, EH, 3 p.m.

MONDAY

22

TUESDAY

23

Stetson Chorale, Andrew Larson, conductor, EH, 7:30 p.m.

✓→

WEDNESDAY

Commons closes
1:30 p.m.

Hat Rack closes
5:00 p.m.

24

THURSDAY

THANKSGIVING HOLIDAY (University Holiday)

Residence Halls
Remain Open

25

FRIDAY

THANKSGIVING HOLIDAY (University Holiday)

Residence Halls
Remain Open

26

SATURDAY

27

WEEKLY GOALS ✓

DECEMBER

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19	20	21	22	23	24	25
26	27	28	29	30	31	

SUNDAY

28

NOVEMBER

MONDAY

29

NOVEMBER

Commons opens 7:00 a.m.

Hat Rack opens 7:00 a.m.

Values Council Series, Laura Kicklighter, SR, 7:00 p.m., Cultural Credit

TUESDAY

30

NOVEMBER

Chamber Orchestra, Anthony Hose, conductor, EH, 7:30 p.m.

✓→

WEDNESDAY

1

THURSDAY

2

FRIDAY

Christmas Candlelight Concert, Concert Choir, Duncan Couch, conductor, EH, 7:30 p.m.

3

SATURDAY

Christmas Candlelight Concert Choir, Duncan Couch, conductor, EH, 8:30 p.m.

4

WEEKLY GOALS ✓

DECEMBER

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Family & Friends – *"Love begins by taking care of the closest ones – the ones at home." – Mother Teresa*

SUNDAY

5

Christmas Candlelight Concert Choir, Duncan Couch, conductor, EH 4 p.m.

MONDAY

6

TUESDAY

7

Yule Log Lighting/Gospel Choir Christmas Performance

✓→

WEDNESDAY

Classes End

Spirit of the Seasons Multicultural Holiday Feast – 5:00 p.m.

8

THURSDAY

Reading Day

Community School of the Arts, Children's Choir Concert, Ann Small, conductor, EH, 7:30 p.m.

9

FRIDAY

Community School of the Arts, Children's Choir Concert, Ann Small, conductor, EH, 7:30 p.m.

FINAL EXAMINATIONS

10

SATURDAY

FINAL EXAMINATIONS

11

WEEKLY GOALS ✓

DECEMBER

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19	20	21	22	23	24	25
26	27	28	29	30	31	

SUNDAY

12

FINAL EXAMINATIONS

MONDAY

13

FINAL EXAMINATIONS

Stress Free Zone, 9:00 p.m. – 12:00 a.m.

TUESDAY

14

FINAL EXAMINATIONS

✓→

WEDNESDAY

FINAL EXAMINATIONS

15

THURSDAY

FINAL EXAMINATIONS

Final Grades for Graduating Students due to Registrar via Banner by 9:00 a.m.

Commons closes 1:30 p.m.

Hat Rack Open – Limited Hours

16

FRIDAY

17

SATURDAY

Commencement 9:00 a.m.

Residence Halls close 3:00 p.m. for ALL STUDENTS

18

WEEKLY GOALS ✓

DECEMBER

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19	**20**	**21**	**22**	**23**	**24**	**25**
26	27	28	29	30	31	

SUNDAY

19

MONDAY

20

TUESDAY

21

✓→

WEDNESDAY

22

THURSDAY

Final Grades for all students due to Registrar via Banner Web by 9:00 a.m.

23

FRIDAY

24

SATURDAY

CHRISTMAS

25

DECEMBER

S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	**27**	**28**	**29**	**30**	**31**	

WEEKLY GOALS ✓

SUNDAY

26

MONDAY

27

TUESDAY

28

✓→

WEDNESDAY

29

THURSDAY

30

FRIDAY

31

SATURDAY

1

JANUARY

WEEKLY GOALS ✓

JANUARY

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23	24	25	26	27	28	29
30	31					

SUNDAY

2

MONDAY

3

TUESDAY

4

Activation of Registration begins

✓→

WEDNESDAY

5

THURSDAY

6

FRIDAY

7

SATURDAY

8

JANUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	**10**	**11**	**12**	**13**	**14**	**15**
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

WEEKLY GOALS ✓

Personal Growth – *"Victories in life come through our ability to work around and over the obstacles that cross our path. We grow stronger as we climb our own mountains." – Marvin Ashton*

SUNDAY

9

Residence Halls open at noon for all students (Office Open noon to 4 p.m.)

Commons opens 5:00 p.m.

MONDAY

10

Orientation and Registration for new students

TUESDAY

11

CLASSES BEGIN

"Real World" Personalities, Field House, 8 p.m.

✓→

WEDNESDAY

Activation of Registration ends at 4:30 p.m.

12

THURSDAY

13

FRIDAY

Faculty Recital, Lynn Musco, clarinet, EHA, 7:30 p.m.

14

SATURDAY

15

JANUARY

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	**17**	**18**	**19**	**20**	**21**	**22**
23	24	25	26	27	28	29
30	31					

WEEKLY GOALS ✓

SUNDAY

16

MONDAY

17

MARTIN LUTHER KING DAY
(University Holiday – no classes)

Room Change Period II (spring)

TUESDAY

18

Room Change Period II (spring)

Last day to Add Course for Credit

Last day to Drop Course without Financial Penalty (if paying per credit hour)

Last Day to Change Meal Plan Selection

Registration Deadline for Intramural Outdoor Soccer, 5:00 p.m.

✓→

WEDNESDAY

Room Change
Period II (spring)

19

THURSDAY

Room Change
Period II (spring)

Captain's Meeting for
Intramural Outdoor
Soccer

20

FRIDAY

21

SATURDAY

22

WEEKLY GOALS ✓

JANUARY

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	**24**	**25**	**26**	**27**	**28**	**29**
30	31					

SUNDAY

23

MONDAY

24

Intramural Outdoor Soccer Play Begins

TUESDAY

25

✓→

WEDNESDAY

Kinsey Sicks, Drag Show, Field House, 8 p.m.

26

THURSDAY

27

FRIDAY

28

SATURDAY

29

WEEKLY GOALS ✓

FEBRUARY

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

SUNDAY

30

JANUARY

MONDAY

31

JANUARY

TUESDAY

1

Black History Month

✓→

WEDNESDAY

Black History Month

Slam Poet and Scratch DJ Academy

2

THURSDAY

Black History Month

3

FRIDAY

Black History Month

4

SATURDAY

Black History Month

5

FEBRUARY

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
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27	28					

WEEKLY GOALS ✓

Commitment to Diversity – *"We must learn to live together as brothers or perish together as fools."* – *Martin Luther King Jr.*

SUNDAY

6

Black History Month

MONDAY

7

Black History Month

Registration Deadline for Intramural Bowling, 5:00 p.m.

TUESDAY

8

Black History Month

✓→

WEDNESDAY

Black History Month

Intramural Bowling Play Begins

9

THURSDAY

Black History Month

10

FRIDAY

Black History Month

11

SATURDAY

Black History Month

12

FEBRUARY

S	M	T	W	T	F	S
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13	**14**	**15**	**16**	**17**	**18**	**19**
20	21	22	23	24	25	26
27	28					

WEEKLY GOALS ✓

SUNDAY

13

Black History Month

MONDAY

14

Registration Deadline for Intramural Kickball, 5:00 p.m.

Greek Week

Have A Heart Week

Black History Month

TUESDAY

15

Greek Week

Have A Heart Week

Black History Month

✓→

WEDNESDAY

Greek Week
Have A Heart Week
Black History Month

16

THURSDAY

Greek Week
Have A Heart Week
Black History Month
Captain's Meeting for Intramural Kickball, 5:00 p.m.

17

FRIDAY

Greek Week
Have A Heart Week
Black History Month

18

SATURDAY

Greek Week
Have A Heart Week
Black History Month
Junior Open House, Admissions
ITS DAY

19

FEBRUARY

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	**21**	**22**	**23**	**24**	**25**	**26**
27	28					

WEEKLY GOALS ✓

SUNDAY

20

Black History Month

MONDAY

21

Black History Month

Intramural Kickball Play Begins

Registration Deadline for Intramural Softball, 5:00 p.m.

TUESDAY

22

Black History Month

✓→

WEDNESDAY

Black History Month

23

THURSDAY

Black History Month

Captain's Meeting for Intramural Softball

24

FRIDAY

Black History Month

Recycled Percussion – STOMP meets Blue Man Group, Field House, 8 p.m.

25

SATURDAY

Black History Month

26

MARCH

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

WEEKLY GOALS ✓

SUNDAY

27 FEBRUARY

Black History Month

Spring Break Survival Week

MONDAY

28 FEBRUARY

Black History Month

Spring Break Survival Week

Intramural Softball Play Begins

TUESDAY

1

Spring Break Survival Week

✓→

WEDNESDAY

Spring Break
Survival Week

2

THURSDAY

Spring Break
Survival Week

3

FRIDAY

Spring Break
Survival Week

4

Grade deficiency reports due to Registrar via Banner Web

Residence Halls close 6:00 p.m.

Commons closes 1:30 p.m.

Hat Rack closes 5:00 p.m.

SATURDAY

5

MARCH

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

WEEKLY GOALS ✓

Gender Equity – *"We cannot change anything until we accept it. Condemnation does not liberate, it oppresses."* – C.G. Jung

SUNDAY

6

MONDAY

7

SPRING HOLIDAYS

TUESDAY

8

SPRING HOLIDAYS

✓→

WEDNESDAY

SPRING HOLIDAYS

9

THURSDAY

SPRING HOLIDAYS

10

FRIDAY

SPRING HOLIDAYS

11

SATURDAY

12

MARCH

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	**14**	**15**	**16**	**17**	**18**	**19**
20	21	22	23	24	25	26
27	28	29	30	31		

WEEKLY GOALS ✓

SUNDAY

13

Residence Halls open 12:00 noon

Commons opens 5:00 p.m.

MONDAY

14

Classes resume

Hat Rack opens 7:00 a.m.

TUESDAY

15

✓→

WEDNESDAY

Mid-Term Withdrawal date and Last Day to Drop Course Without Academic Penalty

16

THURSDAY

Model Senate

Academic Advising for Summer Session and Fall Semester

17

FRIDAY

Model Senate

Academic Advising for Summer Session and Fall Semester

18

SATURDAY

Model Senate

ITS Day

19

MARCH

S	M	T	W	T	F	S
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20	**21**	**22**	**23**	**24**	**25**	**26**
27	28	29	30	31		

WEEKLY GOALS ✓

SUNDAY

20

Indian Heritage Week

MONDAY

21

Indian Heritage Week

Academic Advising for Summer Session and Fall Semester

Registration Deadline for Intramural Sand Volleyball, 5:00 p.m.

Room Lottery/Selection Process

TUESDAY

22

Indian Heritage Week

Academic Advising for Summer Session and Fall Semester

Room Lottery/Selection Process

✓→

WEDNESDAY

Indian Heritage Week

Academic Advising for Summer Session and Fall Semester

Room Lottery/Selection Process

23

THURSDAY

Indian Heritage Week

Academic Advising for Summer Session and Fall Semester

Room Lottery/Selection Process

Captain's Meeting for Intramural Sand Volleyball

24

FRIDAY

Indian Heritage Week

GOOD FRIDAY (University Holiday)

Room Lottery/Selection Process

25

SATURDAY

Indian Heritage Week

Room Lottery/Selection Process

26

WEEKLY GOALS ✓

MARCH

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20	21	22	23	24	25	26
27	**28**	**29**	**30**	**31**		

SUNDAY

27

EASTER

Asian Heritage Week

Room Lottery/Selection Process

MONDAY

28

Asian Heritage Week

Wellness Week

Room Lottery/Selection Process

Intramural Sand Volleyball Play Begins

TUESDAY

29

Asian Heritage Week

Wellness Week

Room Lottery/Selection Process

Registration for Summer Session and Fall Semester

✓→

WEDNESDAY

Asian Heritage Week

Wellness Week

30

Room Lottery/Selection Process

Registration for Summer Session and Fall Semester

THURSDAY

Asian Heritage Week

Wellness Week

31

Room Lottery/Selection Process

Registration for Summer Session and Fall Semester

FRIDAY

Asian Heritage Week

Wellness Week

1

Stetson Weekend

APRIL

Room Lottery/Selection Process

SATURDAY

Asian Heritage Week

Stetson Weekend

2

Room Lottery/Selection Process

APRIL

Daylight Savings Time Begins

APRIL

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17	18	19	20	21	22	23
24	25	26	27	28	29	30

WEEKLY GOALS ✓

SUNDAY

3

Stetson Weekend

GBLT Week

MONDAY

4

Stetson Weekend

GBLT Week

Registration Deadline for Intramural Swim Meet, 5:00 p.m.

TUESDAY

5

GBLT Week

✓→

WEDNESDAY

GBLT Week

Intramural Swim Meet

6

THURSDAY

GBLT Week

Comedian Bobby Lee from MAD TV, Field House, 8 p.m.

7

APRIL

FRIDAY

GBLT Week

8

SATURDAY

GBLT Week

Relay For Life

9

APRIL

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WEEKLY GOALS ✓-

Spiritual Life - "What lies behind us and what lies before us are tiny matters compared with what lies within us." - Ralph Waldo Emerson

SUNDAY

10

Caribbean Heritage Week

MONDAY

11

Caribbean Heritage Week

TUESDAY

12

Caribbean Heritage Week

✓→

WEDNESDAY

Caribbean Heritage Week

13

THURSDAY

Caribbean Heritage Week

14

FRIDAY

Caribbean Heritage Week

15

SATURDAY

Caribbean Heritage Week

16

ITS Day

APRIL

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WEEKLY GOALS ✓

SUNDAY

17

MONDAY

18

TUESDAY

19

✓→

WEDNESDAY

MSC Awards &
Recognition Banquet

Open Mic, HatRack
After Hours, 9 p.m.

20

THURSDAY

21

FRIDAY

22

SATURDAY

Accepted Student
Preview Day

23

APRIL

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WEEKLY GOALS ✓

SUNDAY

24

MONDAY

25

TUESDAY

26

✓→

WEDNESDAY

Classes End

27

THURSDAY

Reading Day and
Thursday Evening
Course Final Exams

28

FRIDAY

Final Examination

29

SATURDAY

Final Examination

30

MAY

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WEEKLY GOALS ✓-

SUNDAY

1

Stress Free Zone

MONDAY

2

Final Examination

TUESDAY

3

Final Examination

✓→

WEDNESDAY

Final Examination

Residence Halls close 6:00 p.m. (except for those student participating in Commencement)

4

THURSDAY

Final Examination

Final Grades for Graduating Students due to Registrar via Banner by 9:00 a.m.

5

FRIDAY

Commons closes 1:30 p.m.

Hat Rack closes 5:00 p.m.

6

SATURDAY

Baccalaureate Commencement

Residence Halls close 6:00 p.m.

7

MAY

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WEEKLY GOALS ✓

Leadership – *"To laugh often and much; to win the respect of intelligent people and the affection of children; to earn the appreciation of honest critics and endure the betrayal of false friends; to appreciate beauty; to find the best in others; to leave the world a little better, whether by a healthy child, a garden patch or a redeemed social condition; to know even one life has breathed easier because you have lived. This is the meaning of success."* - *Ralph Waldo Emerson*

SUNDAY

8

Food Services Open 11:00 a.m.

Residence Halls open 12:00 p.m.

New Student Orientation, Academic Advising & Registration 3:00 p.m.

MONDAY

9

Summer Session I – May 9 – June 2

Summer Session III – May 9 – June 29

Activation of Registration by New and Returning Students

CLASSES BEGIN

TUESDAY

10

Activation of Registration by New and Returning Students

✓→

WEDNESDAY

11

THURSDAY

Last Day to Add course for Credit

Last Day to Drop course without Financial Penalty (if paying by credit hour)

12

FRIDAY

13

SATURDAY

14

MAY

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WEEKLY GOALS ✓–

SUNDAY

15

MONDAY

16

Final Grades for all students due to Registrar via Banner by 9:00 a.m.

TUESDAY

17

✓→

WEDNESDAY

18

THURSDAY

Last Day to Drop Course without Academic Penalty

19

FRIDAY

20

SATURDAY

21

MAY

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WEEKLY GOALS ✓

SUNDAY

22

MONDAY

23

TUESDAY

24

✓→

WEDNESDAY

25

THURSDAY

26

FRIDAY

27

SATURDAY

28

JUNE

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WEEKLY GOALS ✓

SUNDAY

29

MAY

MONDAY

30

MAY

MEMORIAL DAY
(University Holiday)

TUESDAY

31

MAY

✓→

WEDNESDAY

1

THURSDAY

2

FRIDAY

Final Exams

3

SATURDAY

4

JUNE

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WEEKLY GOALS ✓-

Civic Responsibility – *"All that is necessary for the triumph of evil is for enough good men to do nothing." - Unknown*

SUNDAY

5

New Student Orientation, Academic Advising and Registration 3:00 p.m.

MONDAY

6

Summer Session II – June 6 – June 29

CLASSES BEGIN

TUESDAY

7

✓→

WEDNESDAY

8

THURSDAY

Last Day to Add Course for Credit

9

FRIDAY

Final Grades for Session 1 Due to Registrar via Banner by 9:00 a.m.

10

SATURDAY

11

JUNE

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WEEKLY GOALS ✓

SUNDAY

12

MONDAY

13

TUESDAY

14

✓→

WEDNESDAY

15

THURSDAY

Last Day to Drop Course without Academic Penalty

16

FRIDAY

17

SATURDAY

18

JUNE

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WEEKLY GOALS ✓

SUNDAY

19

MONDAY

20

TUESDAY

21

✓→

WEDNESDAY

22

THURSDAY

23

FRIDAY

24

SATURDAY

25

JUNE

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WEEKLY GOALS ✓

SUNDAY

26

MONDAY

27

Second Three-Week Session begins

TUESDAY

28

✓→

WEDNESDAY

29

THURSDAY

Final Exams

30

FRIDAY

Final Exams

1

JULY

SATURDAY

Residence Halls close
12:00 p.m.

2

Commons Closes
1:30 p.m.

JULY

JULY

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WEEKLY GOALS ✓

SUNDAY

3

MONDAY

4

INDEPENDENCE DAY
(University Holiday)

TUESDAY

5

✓→

WEDNESDAY

6

THURSDAY

Final Grades for Session II & Session III Due to Registrar via Banner by 9:00 a.m.

7

FRIDAY

8

SATURDAY

9

JULY

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WEEKLY GOALS ✓

Ethical Decision Making – *" We become just by performing just actions, temperate by performing temperate actions, brave by performing brave action." - Aristotle*

SUNDAY

10

MONDAY

11

TUESDAY

12

✓→

WEDNESDAY

13

THURSDAY

14

FRIDAY

15

SATURDAY

16

JULY

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WEEKLY GOALS ✓

SUNDAY

17

MONDAY

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TUESDAY

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✓→

WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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31						

WEEKLY GOALS ✓

SUNDAY

24

MONDAY

25

TUESDAY

26

✓→

WEDNESDAY

Summer Graduation Date (No summer Commencement)

27

THURSDAY

28

FRIDAY

29

SATURDAY

30

AUGUST

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WEEKLY GOALS

SUNDAY

31

JULY

MONDAY

1

TUESDAY

2

✓→

WEDNESDAY

3

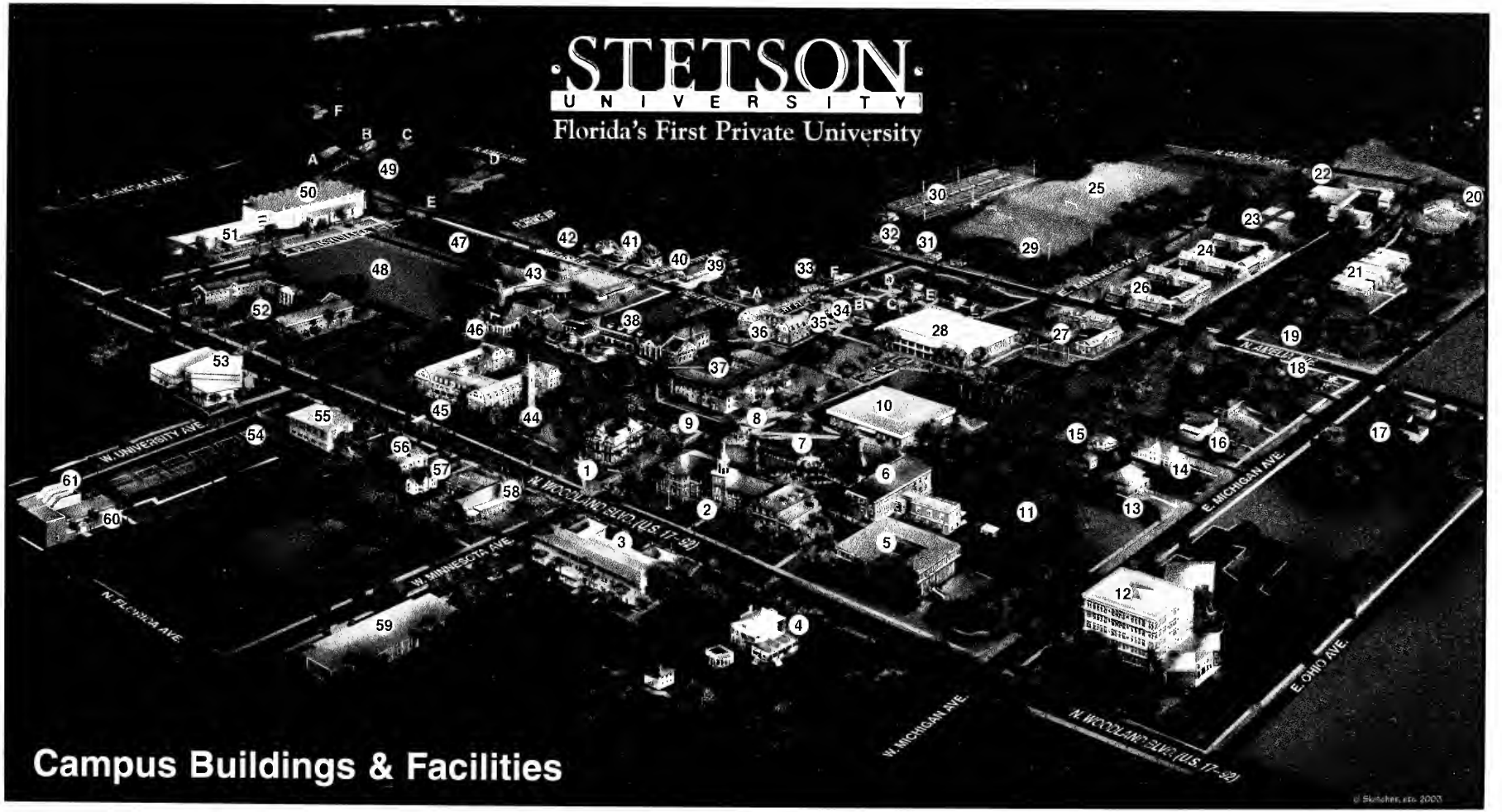
THURSDAY

4

5

SATURDAY

6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Campus Buildings & Facilities
W. UNIVERSITY AVE.
N. FLORIDA AVE.
W. MINNESOTA AVE.
N. WOODLAND BLVD. (U.S. 17-92)
W. MICHIGAN AVE.
E. MICHIGAN AVE.
E. OHIO AVE.
N. AMELIA AVE.
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Allen Hall 58
Alpha Chi Omega 34C
Alpha Kappa Alpha 34F
Alpha Tau Omega 49A
Alpha Xi Delta 34B
Carlton Student Union 38
Carson/Hollis Hall 27
Chaudoin Hall 45
Conrad Hall 36
Counseling Center and Annex 41
Cross Cultural Center 42
Cummings Gym 55
Davis Hall 59
DeLand Hal 1
Delta Delta Delta 34E
Development Communications Center 15
Development Office 14
duPont-Ball Library 10
Edmunds Athletic Center 50
Elizabeth Hall 2
ELS Language Center 13
Emily Hall 52
Facilities Management 22
Fast Pitch Softball Complex 20
Flagler Hall 3
Foreign Language House 35
Forest of Arden 11
French House 33
Gillespie Museum of Minerals 17
Gordis Hall 26
Griffith Hall (Admissions) 46
Holler Fountain 7
Hollis Center 43
Hollis Field (Intramurals) 29
Hulley Tower 44
International Education, Center for 39
Kiosk 8
Lambda Chi Alpha 49B
Lynn Business Center 12
Mandy Stoll Tennis Center 30
Marketing and Communications Office 57
Meadows Alumni House 16
Nemec Hall 21
Phi Sigma Kappa 49C
Pi Beta Phi 34A
Pi Kappa Phi 49D
President's House 4
Presser Hall 5
Print Shop 9
Public Safety 19
Racquetball Courts 61
Rinker Intramural Field 48
Rinker Parking Area 47
Russian Studies Center 18
Sage Hall 28
Sampson Hall 6
Service Station 31
Sigma Nu 49F
Sigma Phi Epsilon 49E
Smith Hall 24
Soccer Field 25
Stetson Hall 37
Stover Theatre 60
Student Health Services 40
Tennis Courts 54
Volleyball Courts 23
Wilson Center 51
Zeta Tau Alpha 34D

CAMPUS NEIGHBORHOODS

(not university owned)

Cultural Arts Center 53
Newman House (Catholic Campus Ministry) 32
Wesley House (Methodist Campus Ministry) 56

2004

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2006

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